FÉDÉRATION INTERNATIONALE
DE VOLLEYBALL

FIVB Beach Volleyball Age Group World Championships

2014 HANDBOOK

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Table of Contents

1. Introduction 4
2.FIVB-ORGANIZER OBLIGATIONS & RESPONSIBILITIES 6
2.1 The Candidature 6
2.2 The FIVB-NF/Promoter Agreement 6
2.3 Obligations and Budget - ORGANISER 6
2.4 The FIVB Obligations and Budget 12
3. Technical Organization 14
3.1 The Organizational Chart 15
3.2 The Venue 29
3.3 The Competition Area 35
3.4. The Courts 37
3.5. Sport Equipment 38
3.6 Homologation of Stadium and Facilities 44
3.7 Transportation 44
3.8 Board and Lodging 47
3.9 Preliminary Inquiry and Technical Meeting 49
3.10 Medical Services and Controls 52
3.11 Security, Accreditation and Access Control 54
3.12 Protocol 56
3.13. The Awarding Ceremony 56
4. Marketing Guidelines 63
4.1 FIVB Rights 63
4.2 Promoter Rights 63
4.3 Contractual Obligations 64
4.4 Commercial marketing Rights 67
4.5 UNAS MEDIA PRODUCTIONS 91
5.Press, Media & TV 94
5.1 Communications strategy & responsibility 94
5.2 Media Staff 95
5.3 media Facilities 97
5.4 media accreditation 98
5.5 Transport, Parking and Accommodation 99
5.6 Media Information 99

5.7 Distribution of Press Information 100
5.8 The Daily Bulletin 100
5.9 Launch Press Conferences 100
5.10 Media Reports, Photos and Press Clippings 101
5.11 BVIS 102
5.12 Live Scoring on the FIVB Website 102
5.13 The Athlete and the Media 102
5.14 social media 103
6. Competition Regulations 104
6.1 athlete eligibility 104
6.2 Entry regulations & Criteria 104
6.3 Seeding Criteria 108
6.4 Competition & Match Format 109
6.5 Competition & Match Programme 113
7. Specific Regulations and Sanctions 117
7.1 General 117
7.2 The Organizers 117
7.3 The Athletes 120
7.4 Other 120
8. Beach volleyball information system 124
8.1 BVIS – National Federations and Athletes Procedure 124
8.2 BVIS – Organizers' Manual 125
8.3 Mandatory BVIS Use 127
9. 2014 Nanjing youth olympic games 128
9.1 Qualification & competition 128
10. FIVB Directory & Official assignments 129
11. 2014 Calendar 134

1. INTRODUCTION

The FIVB is the International governing body for Volleyball and Beach Volleyball and handles the management and communication of the sport in all its forms throughout the world. Founded in Paris in 1947 by representatives of 11 countries, the FIVB headquarters remained in Paris under its founding President Mr. Paul Libaud until 1984, when the World Congress decided to move the FIVB to Lausanne and elected President Dr. Rubén Acosta H who remained in charge until August 24, 2008, when he handed over the Presidency to Mr. Wei Jizhong. At the 33rd World Congress held in Anaheim, USA, from the 19th to the 21st September 2012, Dr. Ary S. Graça F° was elected FIVB President marking the start of another chapter in the FIVB's history.

The FIVB is governed by its own Constitution, Code of Conduct and Regulations under Swiss law. The FIVB is an international non-governmental non-profit organization, composed of its affiliated National Federations which have freely and voluntarily joined the FIVB in order to administer and govern worldwide the sport of Volleyball and all of its disciplines for both male and female players. At the Continental level it operates through five Confederations while in each country, the National Federations are responsible for all activities surrounding Volleyball and Beach Volleyball. Continental Confederations, Councils and Commissions are supportive and complementary institutions accountable to the FIVB for fulfilling their duties in accordance with the governing body's regulations and decisions. The FIVB mission is ***"To govern, manage, and develop worldwide all forms of Volleyball. Through professional planning and world class organization, marketing and promotional activities, the FIVB aims to promote Volleyball as a major world media and entertainment sport as well as a tool for sustainable development."***

The FIVB has been working hard to develop Beach Volleyball around the world through the development of the FIVB Beach Volleyball World Tour leading to perhaps the most important event in Beach Volleyball's history; its inclusion in the Olympic Games in Atlanta in 1996.

Since then, the sport has grown from strength to strength and, with the inclusion of further development activities, such as the Continental Cup, is reaching more countries around the world than ever before.

The First Age Group World Championship was held in the Lavandou (FR) in 2001. It was an U 21 World Championship. 13 years later there are now 4 Age Group World Championships (U17 ; U19 ; U 21; U23).

The FIVB Age Group World Championships were initially annual double gender events. However as of 2014, the Age Group World Championships will be held every two years (2014; 2016, 2018, ...).These events are staged in well known locations with the participation of young athletes from all over the world.

The events are staged over 5 or 6 days, depending on the competition format, and includes a qualification tournament.

In total, a maximum of 24 teams per gender take part in the Qualification Tournament with 4 teams advancing to the 36 teams per gender Main Draw. The winning team of each gender is awarded a Wild Card for an FIVB Beach Volleyball Grand Slam or Open event (the same year or year after), as well as the costs of their airplane tickets, which is covered by the Organiser of the Age Group event.

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From 2009 onwards, the FIVB has been supporting organisers of these events with a financial contribution which is paid upon the fulfilment of certain requirements, as specified in the FIVB-NF/Promoter agreement.

Any National Federations and/or Promoters interested in hosting an Age Group World Championship event in their country are invited to contact the FIVB for further information on the candidature procedure and the hosting terms and condititons.

The purpose of this Age Group World Championships Handbook is to provide a guide for all parties involved, from the event organisers, to the FIVB Officials, to the NFs and their athletes, on the organisation of and regulations applicable to the FIVB Beach Volleyball Age Group World Championships.

The following pages will guide you through the various stages of organising the event, the entry procedures to be followed and the competition format to be applied. We hope that this Handbook will act as a comprehensive and useful tool for all its users and wish success to all involved in the 2014 Age Group World Championships!

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2.FIVB-ORGANIZER OBLIGATIONS & RESPONSIBILITIES

2.1 THE CANDIDATURE

Any National Federation and/or Promoter interested in organising an Age Group World Championship event should contact the FIVB who will provide them with all necesary information on how to apply to host an Under 17, 19, 21 or Under 23 World Championships.

National Federations and Promoters wishing to host an Age Group World Championship event must submit their application, duly completed and signed, to the FIVB by August 31st of the year preceding the event.

For the FIVB to consider a candidature, the following forms/ documents should be submitted:

- BVB-21 General Questionnaire
- BVB-23 Local Authorities Letter of Support
- BVB-24 Ministry of Foreign Affairs Letter of Support

The FIVB can request any eventual additional information which may enrich the candidature such as: Layout of the proposed venue and any pictures of the area foreseen including the competition stadium; Draft of a financial plan or a tentative budget (costs, revenues, etc.)
Once all necessary forms have been sent, the FIVB will send by September 15th of the year preceding the event, the FIVB-NF/Promoter Agreement.
By 30th September of the year preceding the event, the organisers (NF and Promoter) must send the signed Agreement to the FIVB.
All relevant forms may be downloaded at via following link: http://www.fivb.org/EN/BeachVolleyball/Forms.asp

The FIVB retains the right to refuse a candidature file if it is incomplete or if the deadline has passed. Should there be several candidatures for the same World Championship, the FIVB will decide according to the most complete file.

2.2 THE FIVB-NF/PROMOTER AGREEMENT

As mentioned above, upon the FIVB's acceptance of any submitted candidature files, an agreement must then be signed by the parties concerned (including the appendices) no later than 15th September of the year preceding the event by the three parties involved (FIVB, the host National Federation and the Promoter).
The agreement may also be signed by the FIVB and a National Volleyball Federation (without a professional Promoter) or by the FIVB and a Promoter should a National Federation not be interested in supporting an event. The agreement includes all commercialization rights, the Appendices and refers to the latest edition of the Handbook which contains detailed information on all event Organizers' obligations in details.

2.3 OBLIGATIONS AND BUDGET - ORGANISER

The following points represent the main responsibilities, expenses and income to be considered by Organisers of Age Group events when planning a budget. They also aim to provide Promoters and National Federations with a better understanding of the financial responsibilities and potential earnings when organising an Age Group World Championship event.

A. The Responsibilities and Expenses of the Promoters

1. General

- Adequate general liability insurance cover in case of damage and/or cancellation. (min.USD 50,000)
- To respect all financial regulations
- To set up an Organizing Committee able to smoothly prepare the event following strictly the global master plan requirements (-150 days)
- To fully respect all FIVB marketing regulations (i.e. visual and branding kit).
- Insurance covering the risk of damage resulting from accidents caused by a stand collapsing or any other faulty or incorrectly installed equipment and/or infrastructure.

2. Inspection Visit

- International travel expenses (economy class), local transportation, meals and accommodation requirements for one FIVB Technical Supervisor for an inspection visit,

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if deemed necessary, 2-3 months before the event;
- To cover the costs and fees related to the sand inspection visit for a minimum stay of 2 days at all events where the standard of the sand is poor.

3. Venue
- Stadium of minimum 2,000 seats (including a VIP section for a minimum 150/200 people) and facilities in accordance with the 2014 FIVB Beach Volleyball Age Group World Championships Handbook.
- Working rooms and lounges may be set up in an exiting permanent venue (if adjacent to the courts);
- Promoters may use the hotels/structures in proximity as event facilities whenever possible and/or use nearby permanent facilities which already offer all the necessary amenities and conditions.
- Sand courts and court equipment for minimum 6 competition courts and 2 warm up courts. In case of need, the warm up courts can be used for the first days of the competition as competition courts;
- Artificial lighting system (min. 1500 lux on centre court) for night matches, if any;
- Artificial lighting system of min. 1000 lux on the outside courts if required for night matches;

4. Personnel
- Salaries and flat fees related to all Organizers' staff members, Organizing Committee, auxiliary officials, court personnel, staff, volunteer incentives if applicable, etc. in accordance with the FIVB General Regulations;
- Translation support if needed for FIVB Technical Supervisor and TV Coordinator during the inspection visit, preparation phase and competition period;
- Administrative costs.

5. Accommodation
- Accommodation arrangements and expenses for the FIVB Technical Supervisor from -3 days before the start of the event;
- Accommodation arrangements and expenses for the FIVB Referee Delegate and Assistant Referee Delegate (if any) from -2 days before the start of the event or from 3 days if extra clinic.
- Accommodation arrangements and expenses for the FIVB Media Operations Delegate from -1 day before the start of the event.
- Accommodation arrangements and expenses for the FIVB Medical Delegate, if assigned, from -1 day before the start of the event.
- Accommodation arrangements and expenses for 4 Neutral International Referees and 9 - 15 Local Referees assigned under local quota from -2 days before the start of the event;
- Accommodation expenses for 1 FIVB Photographer (if assigned) from -1 day before the start of the event
- In case an Extra Clinic is required, an additional night should be booked for the Referee Delegate and any other required local officials and personnel;
- Accommodation expenses for the Organizing Committee members, and other staff members needed to run an FIVB Beach Volleyball event for a minimum of eleven nights, excluding the personnel responsible for setting up and dismantling the venue, who will be required to stay on site in accordance with the venue construction plan;
- It is highly recommend to propose special rates or packages for accommodation to the coaches;
- Accommodation arrangements and expenses for 36 participating teams per gender from -1 day before the main draw until the day after the teams' elimination from the event;
- It is recommended that a wireless internet connection is available at the hotel.

6. Meals
- Breakfast and dinner at the hotel for FIVB Officials, Delegates, Consultants, Referees (Local and Neutral Quota), and FIVB Medical Delegate (if any);
- Lunch at the venue (catering service or in a restaurant located within walking distance from the venue) for FIVB Officials, Delegates, Consultants, Referees (Neutral

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and Local quota), and FIVB Medical Delegate;
- Food and refreshments for auxiliary officials and volunteers;
- Breakfast, lunch and dinner for the Organising Committee members and other staff members, excluding the personnel responsible for the set up and dismantling of the venue, who will be required to stay onsite as per the venue construction plan;
- In case an Extra Clinic is required, breakfast, lunch and dinner must be provided for the Referee Delegate, as well as the local officials and personnel concerned;
- Breakfast and dinner at the hotel must be provided, as well as a first class catering service at the venue for the participating 36 teams per gender in the main draw tournament (from the evening before the start of the main draw until the day after the teams' elimination from each event).

7. Local Transportation

- Local transportation for the FIVB Technical Supervisor during the inspection visit (if necessary);
- Local transportation for FIVB Officials, Delegates, Consultants, Referees (local and neutral quota), FIVB Medical Delegate (if any), FIVB Photographer (if any) and participating teams enrolled in the main draw to and from the airport, to and from the hotel/venue as required and to and from official hospitality and social functions;
- Local transportation for FIVB sponsors/Partners, and media representatives(journalists, photographers, etc.) is recommended (including from and to the nearest international airport);
- Fuel costs;
- Limousines for celebrities, government authorities, sponsors etc.
- Transportation is also recommend for coaches. A special rate can be suggested.

8. Press

- Costs related to the press centre personnel (including the Press Director and the photographer if an FIVB official photographer is not assigned), press facilities, interview room and the set up of suitable conditions for journalists to perform their duties;
- Set up of equipment for use in the press center at the venue (e.g. telephone, fax, high speed wifi connection, internet charges for communication and transmission of press releases by the FIVB Media Operations Delegate etc.);
- Costs related to the set up and running of at least two pre-event press conferences;
- Signature of the agreement related to the photographer's rights and the type of pictures to be provided;
- Collection of digital pictures at the end of each day, printing and developing of photographic material, collation and dispatch of press clippings for the media report to be sent to the FIVB;
- Set up and maintenance of a website dedicated to the event for a certain duration;
- Production of an event Press Kit
- Accreditation of media and invitations for journalists;
- On site catering for all accredited journalists (at least sandwiches and drinks);
- Set up of a staffed press lounge with refreshments;
- Participation in Young Writers Project where possible.

9. Marketing and Equipment

- Implementation of an effective Marketing Plan (previously approved by the FIVB) including website, TV campaign, radio advertisements, press conferences, etc.);
- Production costs of promotional materials as per the FIVB branding kit (e.g. posters, flyers, official programmes, billboards, tickets, accreditation cards, etc.)Production costs for all venue branding and look as per FIVB Branding Kit (FIVB and local sponsors);
- Production costs for side court scoreboards, participating countries' flags, promotional material, sponsors' flags, etc.;
- The shipment costs of organisation staff and court personnel uniforms supplied by the FIVB are borne by the FIVB. However costs related to custom taxes are borne by the Organizer.
- Branding costs related to the printing of athlete numbers, country codes and local sponsors' logos;
- Net and net system costs for all competition (except centre court) and warm up courts

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(i.e. net band and post branding if any). Centre court provided by FIVB but only if not already received in 2013.

10. Publication and Promotion

- Media Plan including tournament title and details of side events/activities submitted to the FIVB for approval;
- Event publicity and promotion on a national scale through the tournament title (local press coverage, VIP journalists – as per FIVB-NF/Promoter agreement), in collaboration with a professional PR company if the budget allows;
- Official meetings and awarding ceremonies during the competition;
- Entertainment and sport presentation costs (dancers, announcers, DJs etc as required in order to implement an effective programme, as well as fees for obtaining the necessary music rights etc.);
- Side events (facilities for dining and dancing, conducting PR activities etc, in areas close to the competition court;
- Sound system for centre court is recommended , as well as a wireless lapel microphone that can be switched on and off for the 1st referee connected to the announcer/DJ mixing table;
- Contacting and securing a significant attendance of local Press and radio representatives;
- Set up of an adequate press area for the organization of press conferences;
- Recommended to provide 2 trophies for each of the three top-ranked teams per gender;

11. Hospitality and Protocol Requirements

- Creation of VIP hospitality packages (including First Class tickets, VIP accreditations, catering, parking, side events, merchandising, hotel (if required) and other benefits) is recommended;
- Personnel to take care of VIPs and provision of a catering service, if possible;
- Special Guests (e.g. Sponsors/Stars) for semi-finals and finals presented to the public and the press as tournament personalities;
- A hospitality zone for sponsors and press with easy access to reserved areas on the stands;
- VIP accreditations and First Class tickets for the IVB and FIVB Partners as per the Exploitation Rights plan included in the FIVB-NF/Promoter agreement.

12. Broadcasting (if any)

- Appointment of a TV production company to fulfil the TV production requirements;
- TV Broadcasting Intentions (i.e. to provide the basic feed, the minimum broadcast, etc.);
- TV Coverage and Post Match Coverage;
- TV Camera platform and microphone position Layout;

13. Medical Controls and First Aid Area

- Medical expenses covering the medical controls, medical services, first aid area and physiotherapy services;
- Medical personnel and assistance (including ambulance) at all court locations for events with more than one venue;
- Compliance with the Medical Checklist requirements;
- Equipment for alcohol testing;

14. Event's Regulations and Participation

- Costs related to the room, equipment, and personnel requirements for the organization of the Preliminary Inquiry and the Technical Meeting (Qualification Tournament and Main Draw);
- Costs related to the room, equipment and personnel requirements for the organisation of the Referee Clinic;
- Costs related to the hardware and personnel required to run the Beach Volleyball Information System (BVIS) during the event;
- In case an extra clinic day is required, organisation costs related to the room, equipment and personnel, as well as any other organisation-related costs.

15. Accreditation and Security

- Security plan for all days of the event (at the hotel, the venue, parking, village, etc.);
- Administrative costs for security staff;
- Accreditation plan, system, area and cards;
- Accreditation for VIP, players, head of delegation, coaches, pres, etc.

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16. Taxes

- The Promoter is to assume sole responsibility and pay for all taxes and duties according to the national tax laws related to all event-related activities, including advertising and import of goods required for the event.

17. Others

- Electricity, water, hostesses, furniture, air conditioning, office equipment (fax, computers, stationery, etc.), beverages, snacks, communication equipment such as walkie talkies, signage, toilets, decoration such as plants, carpets, etc., rototiller machines, mobiles, translator(s), accreditations.

B. Promoters'Income and Benefits

The following rights and benefits belong to the Promoter of the country hosting an Age Group World Championship event:

- Guaranteed worldwide promotion of FIVB & FIVB Partners;
- A participation of 100'000 USD provided to the Promoter/NF from the FIVB;
- Exploitation rights and exclusive use of the promoter's sponsorship categories;
- Main Partner(s) and presenting sponsor rights;
- Possibility of developing a tournament title/logo with the FIVB's approval;
- Use of a visual in all communications, billboards, backdrops etc;
- 100 % of sales of hospitality packages;
- 100% of private and governmental contributions and subsidies;
- 100% of national broadcasting rights sales;
- 100% of ticketing (VIP and general grand stand);
- Exclusive right to appoint local sponsors and to retain all fees related to sponsorship agreements;
- Exclusive rights for onsite sales of FIVB and sponsors' merchandise;
- Commercial rights for on-court advertising exposure, onsite events, printed materials, etc;
- Use of services and materials supplied by FIVB Suppliers (i.e.balls, net and net system for centre court, scoreboards and ball speed device for centre court, and uniforms);
- Use of a common visual identity for all branding items listed in the FIVB-NF/Promoter agreement Appendix "Exploitation rights", branding kit and in the Marketing chapter of the Handbook;
- BVIS results system for the prompt distribution of participating team lists, rankings, results, etc;
- Advertising on the upper and lower net bands for the local sponsors;
- Scoreboard publicity;
- Onsite entertainment;
- Benefits from the international sponsors' programs in terms of materials, services, promotions, etc.
- Use of the marks in the promotion of the event upon obtaining previous approval of the FIVB.
- The right to sell merchandising at the venue (not including the FIVB marks). Any promoter wishing to sell sportswear merchandising must only sell products not included in the list of products not blocked by the FIVB;
- The right to sell official event programs on site during the event;
- The right to sell official FIVB merchandise (if any) on site;
- Commercialization rights for national sales of on-court advertising space, on site events, printed materials and hospitality programmes within the promoters' product categories;
- On site composite signage (e.g. panels for local sponsors, flags, side court scoreboards, inflatables, accreditation cards, advertising space on uniforms, stadium entrances, billboards and backdrops, referee chair padding, panels on side courts, umbrellas, venue signage, etc.);
- Tournament title inclusion on the FIVB website, official tournament programme cover, advertising pages in official tournament programme, official tournament poster, promotional materials, press releases, etc.;
- Trade village and POS provided for local sponsors.

C. National Federations' Responsibilities and Expenses

1. General

- Provision to the Promoter of all necessary documentation and information needed to carry out the relevant duties;
- Check that the overall terms and conditions are properly implemented that the deadlines of the master plan are respected;
- Costs related to the payment of any penalty fees related to cancellation of an event for reasons other than "force majeure" if the FIVB is unable to obtain payment from the promoter;

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- Issue adequate insurance covering all its registered athletes for any eventual injuries and/or other health problems that may arise during the season;
- Provision of an organizational chart to facilitate the coordination of activities between all parties (FIVB-NF-Promoter) to aid the smooth running of the event;
- Signature of the FIVB-NF/Promoter Agreement;

2. Event's Regulations and Participation
- Management of competition regulation, including entry of host country teams, withdrawals, etc;
- Optimization of the competition format and schedule, match format, competition and court program;
- Accreditation of team coaches and Physical Therapists upon FIVB approval;
- Implementation of the Official Beach Volleyball Rules of the Game, specific regulations, drafted event's regulations, sanctions etc;
- Mailing of the confirmed team lists, the invitation letter and the approved Event's Regulations (BVB/06) to the parties concerned 44 days prior to the start of the competition;
- Implementation of National team programmes.
- Organisation of all required doping control procedures in accordance with the FIVB medical regulations;
- Planning of the official match format/schedule in accordance with the FIVB competition regulations and in coordination with the FIVB, the Promoter and the Host TV Broadcaster (if any);
- The FIVB and the Organisers must agree on the competition schedule including the exact number of courts, match duration, and whether the competition schedule will be staggered or parallel.

3. Equipment
- Administrative expenses for the necessary office equipment to run a Beach Volleyball Department

4. Publication and Promotion
- Costs related to the operational and promotional support for the event through the Beach Volleyball and Press department;

5. National Officials
- Appointment of a National Federation Vice-President or NF Executive member as the person responsible for all Beach Volleyball strategic matters;
- Selection and training of the host country referees, auxiliary referee personnel and court personnel;
- Participating National Federations are to provide the FIVB with a list of available International Referees and Candidates for International Referee assignments under local quota;
- Costs related to the nomination of a National Beach Volleyball Coordinator and the set up of a council to develop Beach Volleyball programmes accordingly;
- Appointment of a Referee Manager responsible for all local referee matters. All Referee Managers must be able to speak English or, if this is not the case, a translator must be provided;
- Appointment of the most experienced Competition Manager, Technical Manager, line judges and scorers;
- Costs related to the provision of the necessary event-related services, including the staff, if the promoter is unable to fulfill the terms of the agreement.

6. Other National Federation Responsibilities:
- No endorsement of any other intercontinental Beach Volleyball tournament or international competition with the participation of top ranked Beach Volleyball athletes in the country without the prior written consent of the Promoter and the authorization of the FIVB;
- To ensure that the Promoter or other companies do not organize any other international sports events at the same venue as the Age Group World Championships from one (1) month before and until fifteen (15) days after the event;
- Not to include the event in any cultural, commercial or multi-sport event – the inclusion of the FIVB Beach Volleyball event(s) in a multi-sports event is only permitted if it is held 30 days before or 15 days after the other sport events;
- To provide all necessary event-related services, including staff, if the promoter is unable to provide such services;
- To stage National Age Group Events as a mandatory programme ideally before the Age Group World Championships event.

D. National Federation's Income

- Fees related to all event-related sport responsibilities (e.g. Competition Manager, Referee Manager, Referees, etc.);

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- All income listed in point B if the National Volleyball Federation acts as a Promoter.

2.4 THE FIVB OBLIGATIONS AND BUDGET

The following points represent the FIVB's major responsibilities, expenses and income related to the promotion of the FIVB Beach Volleyball Age Group World Championship events.

A. FIVB's Responsibilities and Expenses

1. General

- Beach Volleyball Department administrative expenses and staff salaries;
- Realization and mailing of the FIVB-NF/Promoter Agreement;
- Assignment of all FIVB Officials and FIVB Delegates for the FIVB Beach Volleyball events;Issue of sanctions to Organizers, athletes, etc.;
- Coordination of actions between parties related to the correct implementation of the master plan;
- Allocation of a Wild Card for an Open or Grand Slam event to the winners of the Age Group World Championship events;
- Support for the organization of the FIVB Beach Volleyball Age Group World Championships through a financial contribution to the organisational costs of USD 100,000 provided that the organisers fulfill the terms laid out in the FIVB-NF/Promoter agreement.

2. Inspection Visit

- For Organisers staging an Age Group World Championship for the first time, or for organisers that experienced problems during the organisation of the previous year's event, or whenever deemed necessary (e.g. same Promoter but different location), the FIVB may designate either an FIVB Technical Supervisor or the FIVB Beach Volleyball Events Director to carry out an annual inspection visit two/three months before the start of the event in order to follow up on all Master Plan items. Members of the organising committee should attend the inspection visit to allow the Technical Supervisor to follow up on the progress of each area of the competition, according to the FIVB Regulations.

3. International Transportation

- Coordination and payment of all international transportation for the FIVB President and FIVB Beach Volleyball Events Director (if required);
- To organise and bear the costs for the international travel of the official FIVB Photographer (if any);
- To organize and cover the costs of international travel for Referees under Neutral quota as well as for FIVB delegates.

4. Personnel

- The FIVB and its Officials supervise and participate in the organisation of the events and ensure that the event Organizers deliver world class conditions to sponsors, media, participants, etc.;
- Assignment of the best fitting Officials and FIVB Delegates to ensure the smooth running of the event.

Note:
The FIVB, the FIVB Officials, the Organising Committee and Officials from the host National Federation must work closely to ensure the smooth running of each event.

5. Flat Fees, per diem and travel allowance

Coordination and payment of service fees to FIVB Officials within 30 days upon receipt of the relevant final reports.
International travel for the Delegates and International Referees assigned under Neutral Quota shall be paid by the FIVB. The following procedure applies:

→The FIVB will issue through FIVB Travel Agency the airplane tickets of the Delegates and International Referees assigned under Neutral Quota;

→ Travel (international where applicable) for the International Referees or Candidates assigned under Local Quota shall be paid by the Organizers, the FIVB, or the FIVB and the Confederation of the Referee, depending on the circumstances. The following procedure applies:

***1** For a tournament with six (6) competition courts, the first six (6) vacancies for the "local quota", must be filled in by eligible referees registered with the host NF. In this case, the

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organizers are responsible to cover the costs of the respective travel.

***2** In the case the host NF does not have eligible referees to fill in such six (6) vacancies above, the FIVB will then assign foreign referees from the nearest possible countries, depending on availability. The respective international travel shall be paid by the FIVB.

***3** For the reminder of the referees assigned under the "local quota" – foreign referees in case the host NF has no eligible referees to fill in such vacancies – the FIVB and the Confederation of the assigned referee will share 50/50 of the international travel. These tickets will be issued through FIVB Travel Agency and the FIVB will then issue a global invoice for the above costs to the Confederations concerned in order to receive the 50% of the tickets costs.

		Paid by FIVB		Paid by ORG	
	Role	**Per diem**	**Travel Allowance**	**Per diem**	**Travel Allowance**
AGE GROUPS	Technical Supervisor	225 CHF	325 CHF	N/A	N/A
	Referee Delegate	225 CHF	325 CHF	N/A	N/A
	Assistant Referee Delegate	225 CHF	325 CHF	N/A	N/A
	Media Operations Delegate	225 CHF	325 CHF	N/A	N/A
	Photographers	225 CHF	325 CHF	N/A	N/A
	Referee - Neutral Quota	225 CHF	325 CHF	N/A	N/A
	Referee - Local Quota	225 CHF	325 CHF	N/A	N/A

6. Press

- Global international press exposure;
- Seasonal kick-off conference and/or other Press Conferences if agreed between all FIVB Partners;
- Invitation of journalists to attend major FIVB events;
- Elaboration of the Master Plan and FIVB Press Kit;
- Distribution of press releases and Daily Bulletins to the FIVB media list through the FIVB Media Operations Delegate;
- Update of the FIVB website.

7. Marketing and Equipment

- Confirmation of FIVB Partners' reserved categories;
- Use of the exploitation rights of the FIVB reserved categories;
- Dedicated page on the FIVB website for each Age Group World Championships;
- Production of the Branding Kit including the visual for the event and associated layouts such as backdrops, court side panels, press releases etc. available through a dedicated online link;
- FIVB approval of the marketing/branding items and cost of FIVB Partners/Suppliers branding (panels, flags, etc.);
- Provision of scoreboards and service speed devices for each event;
- Provision of certain quantities of uniforms;
- Shipment of official uniforms;
- Provision through Jinling of the net, net antennae, posts, post padding, post bases and referee chair for the centre court; (if not already received in 2013);
- Provision through Mikasa of VLS 300 balls;
- Production and shipment of medals to each event;
- Production and shipment of FIVB flag and event flag to each event;

8. Publication and Promotion

- Promotional activities of all FIVB Partners;
- Display of live scoring on the FIVB website for competitions (whenever available);
- Environmental and Development Programme (costs related to the promotion of the ECO Flag Project);
- Realization, publication and distribution of the FIVB Beach Volleyball Handbooks to the parties concerned;
- Compilation and publication of the Official Beach Volleyball Rules of the Game, Referee Manuals, Press Kit, Media Guide and final reports of the FIVB Beach Volleyball events;
- Creation of a BVIS software for use when updating results, the FIVB World Ranking, competition schedules, etc.;
- Free access to videos, pictures and players' biographies in the FIVB archives.

9. Event's Regulations and Participation

- Participation of teams in the Qualification Tournament and Main Draw;

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- Tentative and Confirmed NF and Team List;
- Approval of Competition Schedule, programme for courts;
- FIVB World Ranking update;
- Issue of sanctions to Organizers, Athletes, etc.

10. Medical Controls and Medical Services

- Appointment of the FIVB Medical Delegate (if any);
- Agreement to conduct doping controls on behalf of the FIVB with national or other anti-doping organisations.
- Expenses associated with the anti-doping test controls;

B. The FIVB's Income

- Sales of FIVB Partner/Supplier (Mikasa, Jinling, Bwin,...) rights in accordance with the exploitation rights detailed in the FIVB-NF/Promoter Agreement and the Age Group World Championships Handbook;
- International TV right fees (if any);
- Sales of commercial TV opportunities;
- Sales of new media first party rights;
- Organisers' sanction fees;
- Official FIVB merchandising;
- Fines;
- Advertising fees;
- Others.

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3. TECHNICAL ORGANIZATION

3.1 THE ORGANIZATIONAL CHART

The Organizational Chart is the framework for all operations. Organizers must establish an Organizational Chart comprising the different people performing specific duties, as described in this chapter. This Chart ensures the successful running of the competition and is designed to be consistent for all major FIVB Beach Volleyball events.
The BVB/05 form must be submitted by all promoters to the FIVB Beach Volleyball Department for approval 150 days before the start of the event. The FIVB Beach Volleyball department must immediately be notified of any changes.
The Tournament Director or Promoter must be working full time at least one year before the event. The other Directors (Finance, Administrative, Competition, Operational, Promotion, PR etc.), the Media Operations Director should be working for the organisation and promotion of the event 150 days before the start of the tournament. Directors cannot have more than one responsibility, with the exception of the Tournament Director. All Managers in the Technical Area work under the coordination of the Competition Director.
Each Promoter must appoint a person who speaks fluent English responsible for the resolution of any issues related to the master plan, starting from the end of October of the year preceding the event and onwards.
The Promoter should nominate a local media operations director by February 1st of the year of the event.

Each Promoter should also appoint at least six months before his/her event a person (or agency) that will ensure the proper implementation of the marketing regulations laid out in the FIVB-NF/Promoter agreement.

The FIVB will provide a copy of the Handbook to the National Federation Delegate and all Directors. The Directors should provide each Manager with the chapter(s) of the Handbook related to their specific duties.

At the beginning of each season, the FIVB Beach Volleyball Department appoints Technical Supervisors Referee Delegates, Media Operations Delegates, Photographers, Medical Delegates (if any) to each FIVB Age Group event.

In order to optimize communication between Organizers and participants, the composition of the Organizing Committee (including the names of the Directors and Managers) should be included in the event's regulations.
After each event, the Promoter, the National Federation representative, the Technical Supervisor and the Referee Delegate are required to arrange a meeting to discuss the contents of the event's reports and resolve any eventual discrepancies. The Technical Supervisor and Referee Delegate's final reports and any other written communication must be signed by the National Federation and the Promoter and must be sent by the FIVB Delegates concerned to the FIVB within seven days of the end of the event concerned. The Media Operations Delegate and Medical Delegate (if any) must also send final reports (but not signed by the National Federation/Promoter) to the FIVB within seven days of the end of the event. It is the responsibility of all Delegates to send the final reports on time.
A short report should be sent by each Technical Supervisor and Referee Delegate (copying the FIVB Beach Volleyball Department) to the Officials appointed in the same area for the next event in the calendar with the aim of fixing any eventual problems occurring from one event to another.

It is forbidden for FIVB Officials (e.g. Delegates, referees etc.), to be accompanied by family and/or friends when officiating at an FIVB event.
Upon the request of the Organisers, the FIVB may suggest a list of experienced personnel to fill some of the positions listed in the organising chart in order to optimize the budget and maximize resources and exposure. The conditions must be negotiated with the people concerned.

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A.Organizing Committee

The Organizing Committee is composed of the FIVB Technical Supervisor, the Tournament Director and the National Federation Delegate or Beach Volleyball Coordinator. The FIVB Referee Delegate, the FIVB Media Operations Delegate, the FIVB Medical Delegate (if any), or other FIVB representatives (if any), will advise the Organizing Committee on matters related to their area of responsibility and may be requested to attend meetings if deemed necessary by the FIVB Technical Supervisor. Organising Committee meetings may be held upon the request of the FIVB Technical Supervisor, if deemed necessary, to discuss any urgent or important matters.

The Organizing Committee is also responsible for analysing any critical situations and reporting such situations (e.g. athlete sanctions, suspension of the event due to cases of "force majeure", etc.) to the FIVB Beach Volleyball Events Director.

The Organizing Committee submits any critical decisions to the FIVB for its approval, whenever possible. If communication between the Organising Committe and the FIVB is not possible, the FIVB Technical Supervisor is entitled to make the final decision.

1. Tournament Director (Promoter)

- Completes and sends the candidature file to the FIVB in due time;
- signs the FIVB-NF/Promoter Agreement (incl. the appendices), undertakes all Promoter responsibilities and fulfils all Handbook requirements;
- Sets up an organising chart in accordance with FIVB requirements;
- Carries out the general coordination of all members of the Organisation Chart;
- Smoothly implements the marketing regulations related to the Promoter and respects the terms of the FIVB-Partners agreement (e.g. production and placement of the FIVB Partners' material, correct implementation of the visual, titles, etc.);
- Establishes a financial plan and ensures that it is respected;
- Signs an agreement with the hosting city/regional authorities, sponsors, suppliers, etc., in order to raise the necessary revenues to fund the event;
- Ensures the payment of the entry fee (if any), board and lodging, local transportation, etc., in due time as per agreement and the event's online checklist;
- Consults with the FIVB and the National Federation Delegate for all critical matters related to the event;
- Ensures the implementation of the venue plan in accordance with FIVB requirements;
- Produces printed information for the participating athletes including all relevant event information;
- Coordinates with the FIVB and its official suppliers the delivery of the uniforms, net system, balls, etc.;
- Prepares the inspection visit of the FIVB Technical Supervisor (if any);
- Organizes and attends the Preliminary Inquiry and Technical Meeting in coordination with the members of the Organization Chart Supervises and attends Public Relations, entertainment and promotional activities, and checks the content and layout of all promotional material;
- Prepares the progress and final reports, fills in official forms, and sends them to the FIVB;
- Maintains efficient communication with all parties involved in the organization and promotion of the event;
- Promotes the attendance of celebrities and implements VIP programmes;
- Prepares a final media report including the media value achieved by the event;
- Sends to the FIVB proposals related to the Promoter's responsibilities to be discussed during the Beach Volleyball Commission and Beach Volleyball Council meetings;
- After the event has to follow up on the 2 Wild Cards won at his tournament. The location of the Open or Grand Slam eventhas to be agreed between the winning teams, the FIVB and the promoter;
- The Promoter is to leave a legacy behind of his event for future potential promoters;

2. Continental Confederation

- Implements a qualification system at the Continental Level for the teams of the Age Groups concerned;
- Informs the FIVB by -60 days about the participating teams in the concerned Age Groups World Championships;
- Supports the participating NF in issuing visas for their respective delegations;
- Verifies that the correct entry procedure is implemented by the NFs participating within the given deadline;

3. National Federation Delegate or Beach Volleyball Coordinator

- Is appointed by the National Federation;
- Follows up on the NF/Promoter tasks listed in the FIVB-NF/Promoter agreement (incl. appendices), fulfils the terms of the Master

Plan and informs the parties concerned if a topic has not been dealt with in due time;
- Assists the Promoter and the FIVB with the appointment of a Competition Director with experience in running Beach Volleyball events;
- Proposes the list of host NF referees for FIVB assignment and selects the auxiliary officials (scorers and line judges) and court personnel (scoreboard operators, ball retrievers, sand levellers, athletes' attendants, etc.);
- Collaborates with the Tournament Director on the promotion of the event through its Press Department;
- Nominates a Referee Manager responsible for coordinating the competition duties and submits the manager's name and contact details to the FIVB Referee Commission member concerned sixty (60) days prior to the start of the Tournament together with the names of the ball checkers and the nominal lists of local referees and the auxiliary officials;
- Organises and attends, with the Tournament Director, the Inspection Visit of the FIVB Technical Supervisor (if any), clinics and meetings;
- The hosting NF to send the draft of event's regulations (BVB/06) to the FIVB for their approval -60 days and, once approved, sends them to the participating National Federations, officials and agencies concerned (-44 days prior to the start of the event);
- The hosting NF to send out a letter of invitation to enable the participating NFs to start the procedure to secure visas for their atheletes and head of delegations, and they should appoint someone to deal with these issues and assist if required;
- Provides the necessary assistance to the National Federations for the issuance of visas for the participating athletes and officials;
- Participates in the press conferences organized before and during the event;
- Consults the FIVB and the Tournament Director about all critical matters related to the event;
- Sends proposals to the FIVB National Federation's representative, as well as to other parties involved, to be discussed during the Beach Volleyball Commission and Beach Volleyball Council meetings;
- Implements National team programmes and a National Beach Volleyball Tour with the aim of better promoting Beach Volleyball at national level.The host NF is required to homologate the National Tour by sending the necessary form to the FIVB;
- Secures the presence of a national anti-doping agency whenever required by the FIVB and ensures all related correspondence remains confidential.

B. Administrative Area

1. The Finance Director
- Is placed under the authority of the Tournament Director;
- Assists the Tournament Director in realizing a successful financial plan (expenses and income);
- Follows up on the accounting matters included in the Master Plan and makes sure that all payments for the FIVB are made within the given deadlines;
- Provides the athletes on site with the necessary documentation for any eventual taxes to be deducted from the Prize Money whenever agreed with the FIVB;
- Verifies that the cash flow is coherent with the financial commitment of the Organisers for the smooth running of the event;
- Is responsible for all payments such as those related to organisation staff members, FIVB Officials (if applicable), and referees' fees/per diem, hotels, venue, etc.;
- Makes sure that all taxes are paid in due time and a declaration letter is provided to athletes for taxation purposes whenever local taxes are to be deducted from the Prize Money;
- Secures the necessary approval from the FIVB Partners for the production of the necessary materials and issues the related invoices;
- Other duties as required by the Tournament Director.

2. The Administrative Director
- Is placed under the authority of the Finance Director;
- Organises the event's secretariat;
- Manages the general correspondence and communication with NFs, FIVB Officials, referees, and teams;
- Liaises with all participating NFs for the visa procedures and assists if needed;
- Coordinates the organization of the inspection visit of the FIVB Technical Supervisor (if any);
- Manages and attends the Preliminary Inquiry and Technical Meeting and is available to attend them;
- Is responsible for the international transportation of all FIVB officials and, if

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needed, coordinates transport with Promoters of events scheduled before and/or after the event;
- Coordinates and organizes the local transportation (arrival and departure);
- Is responsible for organising accommodation for the FIVB Officials, referees, teams and others, and ensures that all referees are accommodated in the same hotel;
- Organises the distribution of publications, promotional material, bulletins and the flow of information;
- Checks that all documents and printed material are available;
- Ensures that the photocopy centre is operational;
- Other duties as required by the Tournament Director.

C. Technical Area

1. The Competition Director
- Is the highest authority at the venue under the FIVB Technical Supervisor and the Tournament Director;
- Prepares and attends the Inspection Visit of the FIVB Technical Supervisor (if any);
- Recruits and appoints Technical Area Managers and volunteers;
- Coordinates the activities related to the Technical Area members of the Organisation Chart;
- Coordinates with the Operational Director the installation (and dismantling) of the competition facilities and equipment;
- Prepares the event's regulations in collaboration with the Host National Federation;
- Organizes the Preliminary Inquiry and Technical Meeting;
- Creates the competition programme to satisfy the needs of on site spectators, Host Broadcasters, etc., for the FIVB Technical Supervisor's approval;
- Coordinates the court personnel's duties;
- Ensures that the courts are set up in accordance with FIVB requirements;
- Assigns courts in agreement with the Tournament Director and the FIVB Technical Supervisor,
- Coordinates with the Press Director and the Administrative Director the preparation and distribution of the Daily Bulletin;
- Gives instructions for the correct update of the results brackets boards;
- Works with the Medical Director, Referee Manager, Court Manager and Technical Manager to ensure the smooth running of the event;
- Other duties as required by the Tournament Director.

2. The Operational Director
- Is placed under the authority of the Competition Director;
- Decides the location and orientation of the courts in accordance with the stadium and facilities requirements;
- Liaises with Hutcheson Sand and Mixes to source the sand in accordance with FIVB requirements (if requested by FIVB);
- Prepares the stadium and facilities layout (including all operational areas and working rooms);
- Supervises the construction of the venue (and its dismantling after the competition);
- Ensures that the material of the FIVB Partners' materials are properly set up and dismantled (e.g. scoreboards, inflatable(s), POS, etc.);
- Verifies the correct setup of hte Jinling net systems on centre court;
- Prepares and attends the Inspection Visit of the FIVB Technical Supervisor (if any);
- Sets up the press facilities;
- Organises the security and access controls;
- Supervises the operation of medical services in collaboration with the Medical Director and the FIVB Medical Delegate (if any);
- Supervises the set up (and dismantling) of the court equipment on all courts (along with two staff members working exclusively for the scoreboards supplier);
- Other duties as requires by the Tournament Director.

3. The Medical Director / Doctor
- Is placed under the authority of the Competition Director;
- Works in collaboration with the FIVB Medical Delegate in order to provide the athletes and Officials with the necessary onsite assistance, as well as 24-hour assistance at the athletes' and Officials' hotels;

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- Checks the nutritional aspects of the food and beverages on site and at the hotel, as well as environmental conditions, such as exposure to the sun and the hydration levels and safety of athletes, Officials, volunteers, spectators, etc.;
- Supervises the medical injury time outs and match forfeits due to injury, in accordance with the Medical Injury Protocol and the Competition Regulations, Chapter 6, point E as specified in the FIVB Beach Volleyball Handbook;
- Coordinates the medical and physiotherapy services for athletes;
- Coordinates the first aid assistance for spectators and staff;
- Ensures that the medical staff is available at the venue from at least one hour before the start of play until the end of play to assist athletes, staff, spectators, etc.;
- Supplies the addresses of the closest hospital(s) and verifies that these hospitals are available to provide emergency specialist care in all relevant medical areas;
- Verifies that an ambulance and equipment for advanced cardiopulmonary resuscitation (including defibrillator) are always available at the venue;
- Verifies that equipment and qualified personnel are always available at the venue;
- Is responsible for keeping accurate medical records of all assessments and treatments provided by medical staff during the event, in accordance with national medical regulations;
- Assists the FIVB Medical Delegate and national anti-doping organisation in preparing anti-doping controls, including the preparation of the Doping Test section;
- Assists the relevant FIVB Official in running the alcohol test for referees and auxiliary officials when requested.
- The Medical Director must be a physician certified in sports medicine. His/her CV and contact information must be received by the FIVB 2 months before the event for approval by the President of the Medical Commission;
- Confirm the availability of appropriate space to allow for referee medical controls. This room must be equipped with a calibrated weight scale, height rod, Snellen vision chart and blood pressure monitor. The referee examinations must be conducted by a physician hired by the Organisers who is licensed to practise medicine in the organising country and according the FIVB Regulations. Results should be recorded on the M-6 form;
- Other duties as required by the Tournament Director.

4. The Referee Manager

- Is placed under the authority of the Competition Director;
- Instructs and trains local referees, auxiliary officials (scorers and line judges) and court personnel;
- Acts as a liaison between the Competition Director and the FIVB Referee Delegate;
- Is responsible for the organisation of the referee clinics to be held if possible at the referees' hotel (the room must be equipped with video, projector and screen, and white board with markers) as well as for ensuring all line judges and scorers attend the mandatory referee clinic;
- Is responsible for the organization of the extra referee clinic for host NF referees (if any) and the extra clinic for auxiliary officials and key court personnel (if any);
- Is responsible for the daily referees' meetings under the supervision of the FIVB Referee Delegate;
- Coordinates with the FIVB Referee Delegate all referee matters such as the assignment of referees, line judges, scorers, etc.;
- Ensures that court personnel are available at the venue in due time.

The Referee Manager may have one/several assistant(s) to:

- Prepare the referee clinic(s) and the daily referee meetings;
- Circulate the referee documents and materials (Official Beach Volleyball Rules, Referee Guidelines and Instructions, timetables, score sheets, referee forms, daily assignment of referees and auxiliary officials, etc.);
- Assign and train the auxiliary officials (recruitment and training of the line judges and scorers);Select and train the court personnel (recruitment and training of the ball retrievers, sand levelers, scoreboard operators, on-court athletes' attendants, etc.).

5. Court Manager

The Court Manager is under the authority of the Competition Director and coordinates all activities in connection with the playing area. He/she is responsible for the "ball-checker", who must be available on site from the arrival of the FIVB Technical Supervisor until the end of the tournament. The "ball checker" works in close coordination with the FIVB Technical Supervisor and the FIVB Referee Delegate,

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and is responsible for handling the Mikasa balls throughout the entire tournament, including the inflation of the balls at the start of the event, the inspection and homologation of the balls, the daily monitoring processes and the overnight storage of the balls.

The Court Manager must have one assistant for each court (including warm-up courts) to:

- Set up the courts and ensure their operation and maintenance, (e.g. sound system, seats, panels, scoreboards, etc.);
- Verify the status of the sand and apply the necessary measures to improve it if necessary;
- Verify the protocols related to areas such as marshalling, security and access controls, couriers, supply of water and towels, locker rooms, working areas, VIP section and stands, awarding ceremony, etc.;
- Check the equipment and supplies (availability of posts, pads, nets, reserve balls and other sports material);
- Check the status of the branding around the courts in line with the FIVB marketing checklist;
- Resolve any contingency issues ocurring on the competition courts.

6. The Technical Manager

- Is under the authority of the Competition Director;
- Coordinates the IT activities with the Administrative Director;

The Technical Manager must have one/several assistant(s) to:

- Ensure that the necessary hardware is available at the venue to run the BVIS;
- Ensure the timely recording of the competition data (BVIS);
- Guarantee the distribution of the Daily Bulletin (on site, at the hotel lobbies ensuring that the competition schedule is handed out no later than one hour after the last match of the day) in accordance with the local distribution list;
- Verify the timely update of the overall event information (i.e. pictures, press releases, results, etc.) on the FIVB website (www.fivb.org/EN/BeachVolleyball) under the authority of the FIVB Technical Supervisor.

D. Promotional Area

1. Media and Promotion Director

- Is placed under the authority of the Tournament Director;
- Collaborates with the Tournament Director, Media Operations Director and PR Director to prepare a detailed and effective marketing plan, including promotion, press, social media engagement and PR actions to be submitted to the FIVB for approval at least four (4) months before the start of the event;
- Handles all activities related to advertisement space in the media;
- Contacts radio and television stations for all promotion;
- Is responsible for the production and distribution of the official programme, poster, brochures, media kits, etc. in collaboration with the Administrative and Media Operations Directors;
- Runs a campaign for the promotion of pre-sale tickets (if applicable);
- Coordinates the production of the event at the venue in collaboration with the Announcer;
- Is under the authority of the Tournament Director;
- Works with the FIVB Media Operations Delegate during the event;
- Collaborates with the Tournament Director, Promotion Director and PR Director to prepare a detailed and effective marketing plan, including promotion, press, social media engagement and PR activities to be submitted at least four (4) months before the start of the event to the FIVB for approval;

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- Prepares and communicates information about the event to the local and national written and online press, TV broadcasters, radio stations, etc, and the FIVB Press Department;
- Collects all information on local athletes and prepares biography info to be sent to the media and the FIVB Press Department, collects other information on athletes, (biographies, pictures, etc.) from the FIVB Press Department and on site from the FIVB Media Operations Delegate;
- Provide the FIVB Press Department, at least four (4) months before the tournament begins, with tournament information detailing key venue info, history of the tournament and other information unique to the event to build up momentum prior to the competition;
- Collaborates with the Promotion Director on the content of the official programme and sends it to the FIVB Press Department for approval;
- Ensures that the press centre is set up and fully equipped in accordance with FIVB requirements;
- Organizes press conferences in accordance with the press and marketing regulations and prepares the media kits, a copy of which must be sent to the FIVB Press Department for approval before printing;
- Invites local and foreign journalists to the press conferences and the event itself and organises their accreditations;
- Writes press releases (making sure that the title of the competition is clearly featurned) in the local language for local press and partners (and in English whenever requested by the Media Operations Delegate and/or FIVB Press Department);
- Coordinates the work of volunteers to ensure a smooth and efficient press operational plan is implemented providing all round good service to media on site (taking into consideration the points above and below) and the Media Operations Delegate, who is responsible for the provision of content and information to international media;
- Ensures that the Daily Bulletin and press releases are sent to local media (via email) as per a distribution list prepared previously;
- Provides daily information, notes, flash quotes from the mixed zone and results to the FIVB Media Operations Delegate (in the requested/appropriate format) to allow him/her to write press releases to be sent to the international media list and uploaded on the FIVB website. This information should also be readily available for media on site;
- Coordinates interviews with the athletes and VIPs attending the event;
- Coordinates the work of the local event photographer(s) to ensure that high quality pictures are circulated to the media and uploaded on the FIVB website;
- Ensures that results are constantly updated in the media centre;
- Collects local and national press cuttings from written and online press, finalises the media report and sends them either on a DVD or USB key to the FIVB Press Department.
- Is placed under the authority of the Promotion and Media Operations Directors;
- Collaborates with the Tournament Director, Promotion Director and Media Operations Director to prepare a detailed and effective marketing plan, including promotion, press social media engagement and PR actions to be submitted to the FIVB for approval at least four (4) months before the start of the event;
- Organizes a programme of side events and ensures the reception and local transportation of VIPs;
- Invites VIPs (sponsors, local authorities, celebrities, etc.) to the press conferences and to the venue;
- Checks the arrangements for VIPs in terms of accommodation, receptions, meals, etc.;
- Welcomes the VIP guests and journalists upon their arrival and accompanies them before their departure;
- Verifies that the international protocol is respected;
- Supervises the tasks of the translators;
- Prepares and attends the rehearsal of the awards ceremony.

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2. Photo Marshall

- Is placed under the authority of the Media and Promotion Director and works on the event's sport presentation programme;
- Coordinates all personnel involved in this area, such as announcers, DJs, dancers, mascots, etc;
- Collects general information about the competition and the athletes from the Media Operations Director;
- Is responsible for entertaining the spectators in accordance with the Sport Presentation programme;
- Coordinates any entertainment activities at the venue, in particular on centre court, with the aim of creating an enjoyable environment for the spectators;
- Creates editorial content to be used by the announcers.

3. Local Event Photographers

- Is under the authority of the Media Operations Director;
- Complies with the rules applicable for photographers and signs the FIVB Photographer Agreement (BVB/07) 30 days prior to the start of the event;
- Provides pictures for the FIVB website (whenever needed), as requested on the BVB/20 form, to satisfy the FIVB, sponsors, media, host city and Promoter's needs;
- The promoters must hire experienced Beach Volleyball photographers. Contact details of professional photographers can be provided upon request by the FIVB Press Department (press@fivb.org).

E. FIVB Officials

1. FIVB Technical Supervisor

- Is appointed by the FIVB and is the highest authority on site for the FIVB Beach Volleyball Age Group World Championships;
- Follows up on the preparation of the event in collaboration with the FIVB Beach Volleyball Department, using the final event reports from the previous season (if any), the Handbook, the Master Plan, the official forms, the event's regulations, the technical checklist, all relevant correspondence exchanged between the FIVB and the Organizers, and so on;
- Checks, together with the FIVB Beach Volleyball Department, that the Master Plan deadlines are met, using the Master Plan and Marketing checklist;
- Collects from the FIVB before the event all relevant information such as any amendments to be made, etc.

- Checks the fulfilment of the FIVB Regulations as per the terms of the FIVB-NF/Promoter agreement (incl. appendices) and as per the Handbook;
- Inspects and checks the venue and all facilities to be used for the event;
- Checks the on site security plan;
- Checks international travel arrangements made by the Promoter for all FIVB officials;
- Verifies that the FIVB Officials' uniforms are the right quantity and that are correctly distributed, displayed and that branding is according to the guidelines and that the Mikasa balls and brandings are used correctly. All of the above must be in accordance with the Marketing Regulations included in this Handbook and in the Branding Kit;
- Checks that the Jinling Net System is setup appropriately;
- Carries out the inspection visit whenever requested by the FIVB (approximately 2/3 months before the start of the event);
- Coordinates with the FIVB Referee Delegate all activities related to the referees, court personnel, volunteers, etc.;
- Implements all necessary security measures to protect the safety of the spectators, athletes, officials, media representatives, sponsors, etc.;
- Verifies and check that the local authorities have enforced the security measures (venue, hotels, etc,);
- Coordinates with the FIVB Beach Volleyball Media Operations Delegate to ensure the smooth running of the local and international press operations;
- Collaborates with the FIVB Medical Delegate (if any) on medical issues and doping controls whenever carried out;
- Collaborates with the FIVB Photographer whenever requested;
- Checks the fulfilment of the promoters' financial obligations on site;
- Checks the correct implementation of the Media Plan;

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- Ensures that the marketing of the event is in accordance with the FIVB requirements and whenever a Marketing Delegate is appointed, collaborate with him/her to implement the branding kit and branding guidelines. The Marketing Delegate provides constant reports on the status of branding implementation;
- Ensures the implementation of sponsor servicing if necessary;
- Immediately reports the FIVB upon arrival in the host city about the status of the preparation of the event;
- Conducts the Preliminary Inquiry and Technical Meeting reminding athletes to submit the NF-Athlete Commitment, BVB/10 form (health certificate), clearing any outstanding fines and updating accurately the BVIS system with all bank details (address, account, etc), biographies, etc.;
- Ensures the smooth running and operation of the event in cooperation with all the members of the Organisation Chart, the FIVB Officials, the referees, the court personnel, the volunteers, etc.;
- Calls the Organizing Committee for meetings whenever necessary;
- Helps to optimize the competition schedule in relation to the number of spectators attending and the needs of the media, Host Broadcaster & international broadcasters;
- Assigns the courts in coordination with the Competition Director;
- Organises, upon his/her arrival on site, the accurate leveling of the sand before the court and the tribunes are completely set up, tests the quality and the overall condition of the sand on all courts (i.e. main court and outside courts) before and during the event (at different times of the day and especially in case of rain, taking into consideration the athletes' feedback) and immediately informs the FIVB of any problems;
- Controls the accuracy of all information contained in the Athletes' Handbooks or athletes' event information packs (if any) upon his/her arrival at the event and guarantees that this publication is available to all athletes once on site (i.e. at the airport, in the hotel upon check in, etc.);
- Ensures that the personnel involved in the event fulfil all assigned duties thoroughly and efficiently;
- Verifies the local transportation plan, accommodation plan and meal services for the parties concerned;

- Participates in the Technical Supervisors seminar whenever organised by the FIVB;
- Assists the FIVB in revising the FIVB Handbook;
- Verifies that the chain of custody of the Beach Volleyball balls delivered from MIKASA is correct, and ahead of the arrival of the Referee Delegate, supervises the correct inflation of all Mikasa balls in close coordination with the "ball-checker";
- Coordinates all aspects of the event and takes final decisions in case of protests or complaints about the organisation, match results, referee and medical issues, after consultation with the Tournament Director and the National Federation Delegate;
- Checks the appropriate placement of the scoreboards supplier's personnel, i.e. sheltered from bad weather/hot sun and equipped with a table;
- Checks the appropriate placement of the UNAS Media Productions staff;
- Represents the FIVB during press conferences, meetings, interviews, etc., whenever required and feasible during his/her stay on site;
- Ensures the proper running of the awards ceremony;
- Inserts the most up-to-date athlete and tournament BVIS files on the FIVB FTP site from the venue at the close of the competition and updates the FIVB World Ranking;
- Prepares the relevant reports (inspection, homologation of the stadium, final report, etc.) in accordanc with FIVB requirements and sends them to the FIVB;
- Organises a meeting at the end of the tournament between the Promoter, the National Federation's representative, and the Referee Delegate to discuss the reports from the event;
- Ensures that the FIVB reports are signed by the National Federation and Promoter and sent to the FIVB within seven days after the end of the event;

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- Communicates within 24 hours any remarks, comments and eventual fines applied to the parties concerned, including the Technical Supervisor/Referee Delegate of the next events in the calendar and the FIVB;
- During the preliminary inquiry provides athletes with a template to the players to fill in with local contact information in case of an emergency;
- A brief summar for the men's and women's athlete representative must also be provided;
- Ensures that the finance director provides the athletes on site with the necessary documentation related to any eventual taxes to be deducted from the Prize Money whenever agreed with the FIVB;
- He/She is required, during the tournament week, to make sure that the local Promoter circulates to the scoreboards supplier, IMG, UNAS Media Productions, Host Broadcaster, etc. relevant event/competition information in regards to schedule announcements, results, changes and athlete information, etc.

Therefore, the local Promoter is requested to provide the following:

- Provision of a hard copy printer at the main streaming and production area;
- The schedule (fixtures, starting times, court id) by email in a .pdf format
- Access to an online version of the schedule (starting times, fixtures and court allocation) and the results.

The FIVB may assign an Assistant Technical Supervisor at one Age Group World Championship event during the season. All the costs related to the assignment must be borne by the Assistant Technical Supervisor (international and local transportation, board and lodging, etc). The Assistant Technical Supervisor is required to arrive on site and to leave the event as per the FIVB Technical Supervisor's schedule.

The FIVB will then evaluate the competence oft he Assistant Technical Supervisor (mainly in the areas related to the competition system and marketing) and discuss during the FIVB Beach Volleyball World Tour Council the Assistant Technical Supervisor's possible assignment as FIVB Technical Supervisor at future FIVB events.

2. FIVB Referee Delegate

- Is appointed by the FIVB and assumes all duties related to the referee aspects of the competition, as specified in the Referee Delegate's Manual;
- Is under the authority of the FIVB Technical Supervisor;
- Works in close collaboration with the Referee Manager and coordinates two (2) months before the competition all required actions related to the establishment of the requirements for the standard referee's clinic, for the extra clinic for local referees (if any), for the extra clinic for auxiliary officials and key court personnel (if any), and for the recruitment of court personnel;
- Confirms the lists of referees and auxiliary officials and verifies the availability of the court personnel in accordance with the list approved by the FIVB Referee Commission member concerned, two (2) months before the competition (as per FIVB requirements);
- Conducts the standard referee's clinic on the day preceding the Qualification tournament, as well as the extra clinic for local referees and the extra clinic for auxiliary officials and key court personnel, both to be staged the preceding day whenever required by the FIVB;
- In close coordination with the "ball-checker" ensures that each Mikasa Beach Volleyball ball to be used during the competition conforms to FIVB requirements;
- Ensures the smooth running of the competition on the field of play with referees (neutrality), auxiliary officials (scorers and line judges) and court personnel (scoreboard operators, ball retrievers, sand levelers, on-court athlete attendants, etc.);
- Observes the referees' work during the tournament, evaluates their performance and conducts daily referee meetings after the last match of the day and before the start of the first match of the day;
- Ensures that the necessary equipment is provided to allow the first referee to communicate with the audience if desired;

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- Inspects on a daily basis the courts and equipment and reports any discrepancies to the FIVB Technical Supervisor;
- Participates in the Referee Delegates seminar/workshop whenever organised by the FIVB;
- Ensures the implementation of the match protocol in coordination with the refereeing crew and the court personnel;
- Supervises the procedures related to the implementation of alcohol tests for referees and auxiliary officials;
- Reviews the score sheets;
- Reports to the FIVB on the refereeing aspects of the event and the overall performance of the referees;
- Attends the meeting at the end of the tournament between the Promoter, the National Federation's representative and the Technical Supervisor to discuss the final reports for the event;
- Ensures that the FIVB Referee Delegate reports are signed by the National Federation and Promoter and sent to the FIVB within 7 days after the end of the event;
- Communicates within 24 hours any remarks and comments related to the event to the Technical Supervisor/Referee Delegate of the next events in the calendar, as well as to the FIVB;
- Organisers that choose to set up more than one venue or have a venue layout that is spread out, will be responsible for covering the costs (travel, board and lodging, per diem, etc, same conditions as international referees under the Neutral quota) of an Assistant Referee Delegate to be assigned by the FIVB for each existing side court venue.

3. FIVB Media Operations Delegate

- Assists in increasing worldwide media awareness for the Men's and Women's FIVB Beach Volleyball events and in better promoting the FIVB sanctioned events;
- Works from his/her facilities on the basis of the information supplied by the Press Director of each event under the supervision of the FIVB;
- Is responsible for the preparation, release and distribution to the media and all entities appearing in the international media list, information concerning the FIVB World Ranking, statistics and results of all international Beach Volleyball events;
- Provides information to the Press Director, Host Broadcaster, scoreboards supplier, UNAS media productions, the announcers and accredited media representatives on historical data, athletes' biographies, match results, match schedules, etc.;
- Prepares a report on press operations and match results for the Beach Volleyball Commission and for the FIVB Beach Volleyball World Tour Council;
- Assists the Media Operations Director in the fulfillment of appropriate communication plans and checks the proper implementation of the FIVB requirements and standards in the press area;
- Collects all relevant data related to the press of each event which can be used to produce the FIVB's final report/Media Guide for the season;
- Reports back to the onsite FIVB Technical Supervisor on the smooth functioning of the media information plan;
- Implements special projects whenever agreed with the FIVB.

Note:
For duties and responsibilities, see details in the Press and Media chapter 5.

4. FIVB Medical Delegate

The FIVB Medical Delegate is under the authority of the FIVB and the Technical Supervisor on site. The responsibility of the FIVB Medical Delegate is to supervise all medical services and medical controls, ensuring that the FIVB Medical Regulations are strictly enforced. The duties of the FIVB Medical Delegate also include:

- Checking during the Preliminary Inquiry that Health Certificates and anti-doping certificates have been provided to the FIVB;
- Presenting during the Technical Meeting information about the FIVB Medical Regulations, the procedures for doping control sampling and details of the medical assistance available during the competition;
- Being available to provide advice to athletes regarding the list of banned substances, therapeutic use exemptions and medical controls;
- Monitoring the wet bulb globe thermometer (WBGT) data collected from the FIVB Heat Stress Monitoring Protocol and keeping the Technical Supervisor and the Technical Director informed whenever there is a risk of the WBGT exceeding 31;
- Supervising medical staff and intervening with athletes/public in case of emergency situations;
- In collaboration with the FIVB Technical Department, ensuring that the necessary preparations for anti-doping controls are

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done prior to his/her arrival on site adhering to the principles of the FIVB Test Distribution Plan;
- Monitoring that doping control procedures are in strict compliance with the FIVB Medical regulations;
- A Medical Examination (M-6) for each referee must be done by a local doctor under the supervision of the Medical Delegate. The material for this examination must be available.

The FIVB Medical Delegate must be equipped with a cell phone and/or "walkie-talkie" in order to be reached at any moment during the event. The FIVB Medical Delegate must also have access to interpreters if needed.

5. FIVB Marketing Delegate (if any)
- Checks the correct implementation of the branding guidelines, branding kit and event's checklist;
- Reports to the FIVB Technical Supervisor and to the Promoter any eventual discrepancies with the branding guidelines, branding kit and event's checklist;

6. FIVB Photographer (if any)
- Is under the authority of the FIVB Technical Supervisor and Media Operations Delegate;
- A photographer may be appointed directly by the FIVB for certain events. He/she will report to the FIVB and will be responsible for posting pictures with captions every day on the FIVB website. Special assignments may be given by the FIVB in order to satisfy the needs of the media and/or the FIVB.

Note:
For duties and responsibilities, see details in the Press and Media chapter 5.

7. FIVB Referees
Neutral Quota
- For FIVB Age Group World Championship events, the FIVB must appoint minimum 4, maximum 6, International Beach Volleyball Referees under the NEUTRAL quota. The exact amount will be established case by case, depending on the number of courts used and/or on the level of neutrality and quality required;
- For the FIVB Beach Volleyball Underage World Championships events, the FIVB must appoint 4 International Beach Volleyball Referees under the NEUTRAL quota.

Local Quota
- For FIVB Beach Volleyball Underage World Championships events, the FIVB must appoint under the LOCAL quota the necessary amount of International Beach Volleyball Referees or International Beach Volleyball Referee Candidates in order to complete (added to the 4 referees assigned under the Neutral quota) a minimum average of 3 referees per court plus 1.

General
- A clear protocol of communication must be established between the FIVB, the FIVB Referee Commission member concerned and the Organizers (NFs and Promoters). This protocol of communication must be formally addressed to the President of the National Federation and must include a point of contact (with the authority to confirm the arrangements made with the National Federation and the Promoter), within an established deadline;
- As in the previous seasons, the FIVB will continue to follow the assignment policy which combines the top, experienced referees with a new generation of young, promising referees;
- For the NEUTRAL quota, whenever possible, the FIVB appoints referees who live in the same continent as the event is being held. Only referees of the highest level should be appointed for intercontinental travel (elite referees and referees of the utmost quality);
- For the LOCAL quota, priority will be always given to the host NF International Beach Volleyball Referees or International Beach Volleyball Referee Candidates, as long as they are available and endorsed by their NF and their respective Confederation;

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- Whenever the host NF does not have a sufficient amount of qualified referees to complete the LOCAL quota, the FIVB appoints foreign International Beach Volleyball Referees or International Beach Volleyball Referee Candidates as much as possible from nearby countries;
- These foreign referees completing the LOCAL quotas where required, will be selected from among the International Beach Volleyball Referees and the International Beach Volleyball Referee Candidates endorsed by the various FIVB Beach Volleyball participating NFs.

The FIVB has developed a Referee Database that can be accessed via the following link: www.beachreferee.org. This webpage provides International Beach Volleyball Referees' and Candidates' "media bios", personal information, refereeing experience in FIVB events, major achievements, etc. to be used by the Host Broadcaster and accredited media. Refereeing Manuals, Guidelines, Casebooks, Rules, Forms, etc. are available through the following link:
www.fivb.org/EN/BeachVolleyball/Refereeing.asp.

www.beachreferee.org
Username: fivbWTorganizer
Password: fivbbvbreferees

FIVB Online Referee Database

The FIVB Online Referee database system (for Beach Volleyball and Volleyball Referees) is a web-based referee database system that allows all international referees to modify/update their personal profile. Each International Referee can log in at http://www.fivb.org/vis2009/.
The page allows access into the user's profile and each International Referee is allowed to modify/update his/her personal information in the system.
The Beach Volleyball Referee Database is still in use in 2014.

Host NF Officials (Referees, Line Judges, Scorers, etc)

The National Federation is responsible for the training and selection of the most expert officials in order to guarantee the best level of performance during all FIVB Beach Volleyball events. The hosting National Federation should use video tapes of International matches in the instruction process which can be made available by the FIVB.
In order to support the training of referees, Multimedia Teaching Material will be produced with the supervision of the FIVB Rules of the Game Commission.
The list of the Host NF officials (referee manager, line judges and scorers, plus ball checker) must be presented to the FIVB Technical Supervisor during the yearly inspection visit (if any) and included in the inspection report. In case no yearly inspection visit is carried out, the Organizers must submit (two months before the start of the event at the latest), for the approval of the FIVB Referee Commission member concerned, a nominal list of scorers and line judges assigned to the tournament together with the name of the "ball-checker" and the name and coordinates of the assigned local Referee Manager. A copy of this list must also be sent to the FIVB Beach Volleyball Department for approval two (2) months before the event. The FIVB Referee Delegate must also receive a copy of the final lists in order to confirm them before the start of the event.
According to the FIVB Beach Volleyball event's regulations, all local officials (host NF, referees, line judges, scorers), must be available throughout the entire tournament.
However, for certain events and in order to optimize the budget of the Organizers, the Referee Delegate, in agreement with the Referee Commission member concerned, may agree to release at his/her discretion some of the referees assigned under the LOCAL quota, as well as some of the auxiliary officials 1 or 2 days before the end of the tournament. This insertion must be confirmed by the Organizers by the latest by the deadline established for the host National Federation to submit the local officials.

Organizers must recruit the following auxiliary officials:
- Scorers: the overall number of scorers must be equal to 3 times the total number of courts used during the busiest days of the event (on a rotation basis they will perform scorer, assistant scorer, reserve);
- Line judges: the overall number of line judges must be equal to 3 times the total number of courts used during the busiest days of the event;

Recruited line judges must be active or former qualified referees (Beach or Volleyball) for their respective National Federations. For the Qualification Tournament and the preliminary matches of the Main Draw, two line judges must officiate at each game. In the semi-final and final matches four line judges are mandatory.
For events where more than 10% of the names of the auxiliary officials (line judges and

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scorers) officiating at the event have changed compared to the list submitted for FIVB approval, or in other extreme circumstances, (e.g. line judges not meeting quality, age, or referee certification requirements) the FIVB Referee Delegate can decide not to use local line judges for the entire event or to implement the appropriate sanctions (see Chapter 11 for further details). In this case, for the semi-finals and finals, the Referee Delegate will have to select line judges among the Referees officiating at the event concerned.

Referee Clinic and Extra Clinic

The Referee Clinic should be set up in a hotel conference room (if possible in the hotel accommodating the referees) and include video Microsoft Power Point projector and screen, plus white board with markers.

All referees officiating during the competition must attend the Referee Clinic starting at 08:30 am the day before the Qualification Tournament. The theoretical training of Auxiliary Officials (line judges and scorers) will also be held during this morning (or half-morning). The Referee Manager, in conjunction with the FIVB Referee Delegate, must guarantee that all line judges and scorers attend the event's mandatory Referee clinic at 11:00 am the day before the start of the Qualification tournament. The theoretical part of these clinics – with the emphasis on scoring – must be organized in a venue which fit for the purpose (i.e. rooms equipped with video Microsoft Power Point projector, plus white board with markers and desk space for every participant). The practical part of the clinic, also including the participation of all court personnel, will be held during the afternoon. Other referees invited by the National Federation may also participate in this clinic as observers.

It is a mandatory requirement for all new Promoters/Organizers of FIVB Age Group World Championships to organize an Extra Clinic for Auxiliary Officials and key Court Staff 2 days before the start of the event concerned.

For all new tournaments and tournaments that have been reported as experiencing problems

with the quality of the refereeing at the preceding edition, the presence of all of the Host NF referees at an extra day clinic to be staged the day before the standard referee clinic will be mandatory, (in due coordination with the Extra Clinic for auxiliary officials and key court personnel, if applicable).

Responsibilities

Referees are responsible for:

- Checking that the court set up and equipment corresponds to FIVB requirements;
- Verifying the availability of the required court personnel;
- Checking that the information included on the scoreboards is correct;
- Verifying that the field of play does not present any danger to the athletes;
- Coordinating the proper match protocol procedure;
- Reporting any problems related to athletes' uniforms to the relevant FIVB Official;
- Officiating their match(es) correctly and apply the requirements of the Rules of the Game, including all on court Protocols (e.g. Medical Injury, Ball Mark, Protest Protocol, etc);
- Ensuring that the score sheets are delivered to the Referee Manager at the end of each match;
- Testing during FIVB Beach Volleyball events throughout the season (FIVB Beach Volleyball Open events mainly) any amendments related to the rules of the game with the presence of top ranked athletes and all parties involved;
- Officially implementing changes to the rules of the game, as approved by the FIVB Governing bodies, at all FIVB Beach Volleyball events;
- Implementing any eventual test of new rules decided by the FIVB;
- At every tournament at FIVB Beach Volleyball events, only on the center court, the Referees must implement the Heat Stress Monitoring Protocol (Wet Bulb Globe Temperature measurements).

Referees wishing to withdraw from duty must inform the FIVB and Referee Commission member concerned within 48 hours to allow for a decision to be taken as to whether the reason for withdrawal can be treated as "force majeure". If this is not the case, and if they have already signed an agreement, their future participation in FIVB tournaments will be restricted for a minimum of one year. Moreover, last minute withdrawals by any referees

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assigned under the NEUTRAL quota at the FIVB Underage World Championships, must reimburse the cost of their flight ticket (if already issued) and/or any extra costs incurred by the late issuing of a new ticket for the replacement referee.

8. Court Personnel

Organizers must recruit the following, court personnel, and court maintenance staff in order to properly run the event:

- Scoreboard operators: 2 scoreboard operators per court (outside courts and center court, if applicable) plus 4 reserves in total;
- Ball retrievers: 6 ball retrievers per court plus 3 reserves in total;
- Sand levelers: 2 to 3 sand levelers per court plus 2 reserves in total. The volunteers selected to act as sand levelers must be able to meet the demands of their tasks;
- Athletes' attendants: 2 athletes' attendants per court plus 2 reserves in total;
- Organizers must either ensure that 14 years old is the age limit for recruited volunteers in general, or that the court rakers will have a dedicated role, that they must be minimum 3 per competition court, and that they must not be younger than 14 years old.

Reserve persons must be available especially when all courts are in use (i.e. Qualification Tournament and first days of the Main Draw competition). Organizers who were given a score below 4 the preceding year by the Referee Delegate concerned (BVB/24 Section D: Evaluation of Personnel) on any of the following job role areas: scorers, line judges, and court personnel (2 items minimum in the overall court personnel job related areas), will be required to host a mandatory 1 full day pre-preparation clinic for Auxiliary Officials and key Court Staff the day before the standard Referee Clinic at their own expense.

F. Head of Delegation

- Person in charge of accompanying athletes and coaches to specific events;
- Ensures that teams participate in the event in accordance to FIVB competiion regulations;
- Act as a legal representative for the participating atheketes and coaches;
- Attends preliminary enquiry and technical meetings with the teams

G. Coaches

Exceptionally for the Age Group World Championships, coaching on the field of play will be allowed by the FIVB from 2014 onwards with the aim of providing extra support to the young athletes.

The Coach may receive from the organizer an accreditation while hotel and food, local transportation must be proposed to them by the organizers at special fares. An accredited coach may interact with his/her players only during warm-up, time-outs, change of court at the end of each set and switch of the court during a set;
Coaches will be able to access the medical area in order to interact with the medical staff and to help diagnose, manage and rehabilitate the athletes before, during and after the competition, as long as there are no catering services in this area. In addition, coaches will have the right to receive an accreditation for certain areas of the venue (excluding the catering, roofed VIP stand and other areas at the discretion of the Promoter), upon sending a request through their respective National Federation directly to the Promoter concerned 3 days prior to the start of the event.

3.2 THE VENUE

A. Choice of the Venue

Organizers must guarantee set up of a venue in accordance with the standard requirements enclosed in this section and as per the layout included in the Marketing section. Organizers must also provide full insurance to cover any risk of damages in accordance with the terms listed below.
A venue can be set up on the beach or inland as long as the FIVB requirements are fulfilled.
All FIVB areas and working areas during FIVB Beach Volleyball events are non-smoking and this initiative should be extended to the entire venue if possible.
In order to ensure the correct planning and set up of the venue, Organizers must take the

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important elements mentioned below into consideration. An efficient collaboration between experts during the venue planning process is absolutely necessary to ensure the respect of the following:

- Safety of athletes, spectators, media representatives, VIPs, etc.;
- Strategic location in terms of concentration of people and amenities. It is preferable that a famous and popular location should be chosen in order to attract as many spectators as possible;
- Sufficient number of comfortable seats for general spectators and VIPs (i.e. minimum stadium capacity of 2,000 seats);
- Evaluate the possibility of using an existing venue (e.g. Tennis stadium, indoor facility, etc.);
- For natural beaches, there will be aneed to ebaluate the space as well as the quality of the sand ans its depth;
- Space in the bleachers to give access to the athletes' guests and athletes taking part in the Qualification Tournament;
- Sufficient space to set up the facilities, the required number of competition courts, warm-up courts as well as trade village, parking, etc.;
- Good visibility from all VIP areas, general stands, etc. and sufficient distance from the bleachers to the court;
- Correct orientation of the stadium to fulfill the TV requirements. Organizers and Host TV Broadcaster must decide on the stadium's position to ensure that the main court is properly placed with regards to the position of the sun in order to avoid TV production problems (see sections related to "TV Broadcasting Guidelines" and "Competition Area") and to reduce shadows as much as possible.
- The TV platforms should be foreseen in the planning phase in accordance with the TV camera position requirements (if any);
- Prevision of the necessary space to set up an artificial lighting system (if any) and sound system;
- Correct placement of the 2 electronic scoreboards;
- Easy access from the main roads/parking areas, etc. to the venue and proper flow of spectators and personnel. General access and access gates must be foreseen in sufficient number according to the local safety and construction measures;
- Distance from the event's official hotel.

The Promoters may use the hotels/structures in close proximity as event facilities (e.g. press room, athletes' lounge, etc.) whenever possible and use permanent facilities which may offer all amenities. The facilities should be easily accessible at any time. In the case of the athletes' lounges, press center, coaches mixed zone, etc. being located at a permanent facility (e.g. host hotel), the Organizer must ensure that the facility's operating hours can accommodate the tournament schedule, as well as ensuring adequate communication and volunteer support to keep all necessary information to be displayed in these facilities updated at all times.

B. Sponsors Village

The Promoter is required to allocate space around the Venue in a dedicated area for the organization of side events (with the participation of celebrities, special guests, athletes, Officials, media, sponsors, etc.) and to conduct PR activities to attract public and media interest.

The Promoter must also guarantee the installation of a Village (booths) both for International and Local Sponsors and for the FIVB Beach Volleyball Promoters (or Organizers of upcoming events) in order to help them best advertise their tournament, if required.

Above, a proposed draft by a promoter of a Venue lay-out of a past edition of an Age Group WCH event based on 4 competition courts and warm-up courts. In 2014 the venue must

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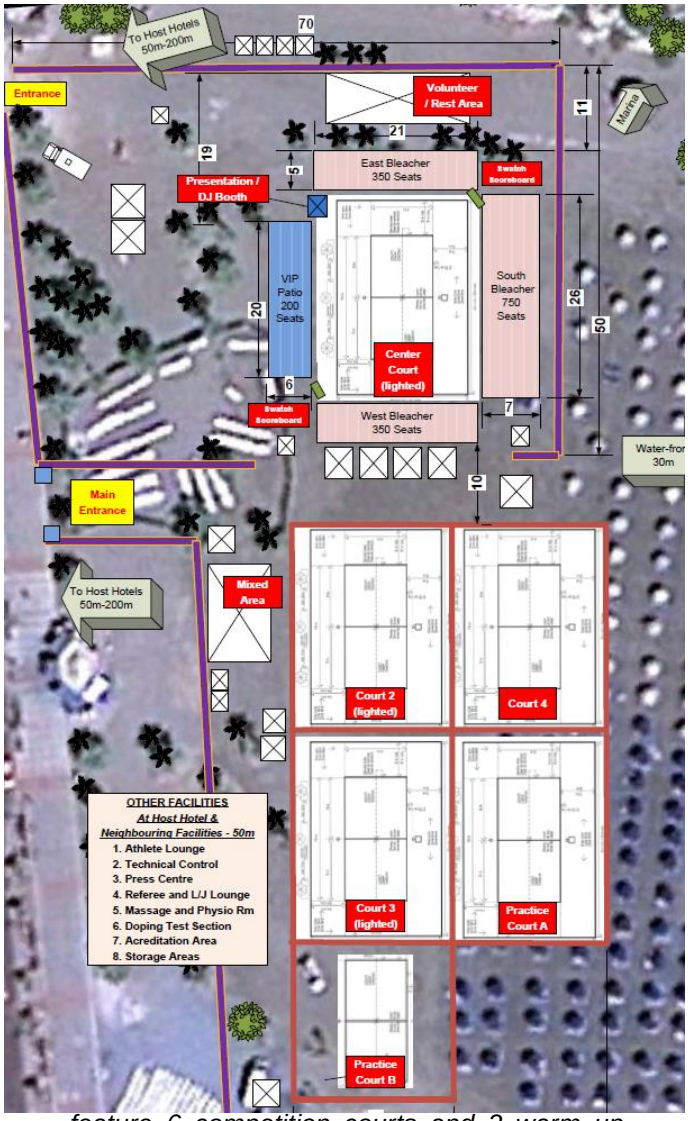

feature 6 competition courts and 2 warm up courts.

C. The Temporary Tribunes

The FIVB asks that the requirements of European Buildings Standards (or equivalent) are respected in order to guarantee the compliance with the following obligations:

- The tubular and/or temporary tribunes must be mounted by an authorized local construction company. These tubular and/or temporary tribunes must be constructed meticulously and an official security certificate must be delivered;
- The construction company must guarantee that solid and quality material only is being used for the structure and that resistance tests are carried-out;
- Competent local authorities must recognize the legality of the security certificate and carry out the necessary inspection visits for all tubular structures and supporting foundations in order to assure that the facilities conform with the building codes (a written approval must be given to the FIVB);
- The foundations must be solidly fixed to and firmly support the body of the structure;
- An insurance policy against accidents must be taken out for a minimum amount of USD 500,000. The insurance policy must include details of the construction of the tribunes to cover any risk of damages and accidents, (e.g. stands collapsing, faulty or incorrectly installed/torndown equipment / installations /facilities, damages arising out of the conditions of the event itself, etc.).

Organizers are requested to scrupulously follow these requirements and to provide the FIVB Technical Supervisor with copies of these documents as proof that they have fulfilled their obligations during the onsite inspection visit (if any) or before the start of the competition.
If Organizers do not present the insurance and the certification of correct set up of the structure before the start of the competition, the FIVB Technical Supervisor has the authority to suspend the event. In this case, the Organizer must reimburse all athletes for their air tickets.

An area on the bleacher (first row) has to be reserved for the coaches' to put their cameras. This area should be located on the right handside of the court. The space should be large enough for 10 cameras with tripods.

D. The Facilities

Facilities can either be set up temporarily or use existing structures located at walking distance from and ideally facing the venue. If facilities are set up in an existing structure, the Organizer must ensure that the operating hours are in line with the tournament schedule, fulfilling the communication requirements established by the FIVB.

1. The VIP Tribune

A VIP section for a minimum of 200 people for FIVB Age Group World Championships must be guaranteed. Should it be deemed necessary, the promoter can set up a roof above the VIP section. However, this is not a requirement. The FIVB recommends applying the minimum seating requirements as follows:

- VIPs (30);
- FIVB (10);
- Journalists (30);
- Medical personnel (10);
- Guests and sponsors (20);
- Referees (20);
- FIVB International Sponsors and Partners (35);

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- Announcer, Producer, and DJ (3);
- Scoreboards operator (2);
- Sportman Operator (2).
- The Promoter must provide, whenever possible, a roofed VIP area and covered seats (rain/sun protected) for the players (min. 20) at the centre court throughout the two final days of the competition.
- The gate for the VIP and guests tribune must be clearly identified with signage in English and must be separate from the main public entrance if possible.
- The area reserved for journalists must be positioned in line with the net to allow the best possible view of the competition.
- The reserved area for athletes must not be adjacent to the referees' area.
- A catering facility with fruit and drinks for VIPs, sponsors and journalists should be provided on each day of the event.
- If no special VIP programs are implemented, the Promoters of FIVB Beach Volleyball Age Group World Championship events may then set up a VIP stand with no roof.

2. The Athlete's Lounge

Minimum 50m^2 with air-conditioning and direct access to the court area equipped with:

- 20 chairs
- Tables;
- 1 billboard (min. 2m x 1m) displaying competition results;
- Wireless LAN and/or internet connection to be available for athletes at the venue;
- Water, snacks, fruit and ice available at all times;
- Wireless connection for the athlete's computers and minimum 2 computers and 1 printer for athletes' use.

3. The Athletes' Locker Room

Minimum 30m^2 with direct access to the court equipped with 10 chairs or benches, a few sofas and mandatory lockers.

This area must be located close to the athletes' lounge but must not be part of it. Two separate locker rooms must be provided (one for each gender).

4. Referees' and Line Judges' Lounges

Minimum 30m^2 with air-conditioning and equipped with:

- 15/20 chairs;
- 1 table;
- 1 whiteboard;
- Water, snacks, fruit and ice available at all times.

Referees and Auxiliary Officials must have separate areas (meeting rooms, lounge with privacy) in accordance with capacity, security and comfort requirements.

5. Locker Rooms for Referees and Line Judges

Minimum 30m^2, if possible, with direct access to the court equipped with:

- 10 chairs;
- 2 tables;
- Min. 20 lockers (or secure room).

If no locker room is available, Organizers are recommended to either supply mandatory lockers in another area or specifically dedicated security for the referees and auxiliary officials' personal belongings.

6. Catering – Lunch Area

The food and refreshment pavilion must be protected from wind and sun. Ideally it should be fitted with a floor. The promoters must carefully check the food quality at the hotels and the venue. A basic level of nutrition including pasta, rice, chicken, vegetables etc. must be available and comply with certain quality standards to ensure the athletes' essential needs are met.

7. Press Centre

Minimum of 40 m2 for FIVB Age Group World Championships with air conditioning, located with a view of centre court and with easy access to the mixed zone and other courts, equipped with:

- Working tables with chairs to accommodate a minimum of 30 journalists

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(to be fitted with two power sockets in front of each chair for journalists and photographers);
- 1 desk with an international landline phone, printer and wireless/LAN cable internet connection for the FIVB Media Operations Delegate;
- 1 press center notice board (min. 2m x 1m) for displaying competition results;
- Plug sockets (sufficient);
- Access to a fax machine (backup must be available) with an international line;
- 1 or 2 international telephone lines (at the welcome/reception desk);
- 1 computer (Windows English version, Word, Excel, Adobe Acrobat Reader software, high speed internet access);
- 1 laser printer + backup;
- Wireless (password protected) high speed internet access for journalists and LAN cables for photographers;
- Network card for internet access (for the Media Operations Delegate) if required;
- 1 photocopying machine (30 copies per min.) + backup;
- Area for displaying the FIVB Press Kit and FIVB Sponsors/Partners information;
- 20 pigeon holes/document trays for copies of results, information and announcements;
- Neat and well-presented bar and catering facility.
- Adequate password protected wi-fi connection in every press working room. This wi-fi connection must be available until the final competition day, four hours after the final match. The bandwidth should be good enough to allow for efficient uploading requests by all photographers.

For full details of essential equipment for the Press Centre see the Communications chapter 5.

8. Mixed Zone

Located immediately adjacent to the main court, outside the competition area (out of reach from spectators, court personnel and Officials), it must be easily identified by the official mixed zone backdrop. It should be located close to the exit of the centre court but not affected by the sound of the centre court PA system if possible. The public should not be allowed direct access to the mixed zone area to allow athlete interviews by accredited journalists to be carried out without interruption. This area must be used immediately after the end of a match by the Host Broadcaster (if any) or individual media representatives (e.g. radio stations) wishing to conduct one to one interviews and discuss post-match analysis with the athletes. This mandatory area must be supervised by the Media Operations Director along with the Media Operations Delegate.

The Mixed Zone, with the appropriate Mixed Zone backdrop, must be located by the athletes' exit from center court and be located close to the press center for use by the Host Broadcaster and/or accredited journalists to carry out live athlete interviews and get flash quotes.

9. The Interview Room

The interview room is not mandatory but if required by the promoter it should be minimum between 40 and 60 m2 and easily accessible for accredited journalists and athletes during the entire duration of the event. The interview room must be located next to the mixed zone and media centre, and equipped as follows:

- Air conditioning
- Tables and chairs for a six-person head table/tribune;
- A minimum of three microphones on the tables;
- 1 portable microphone;
- A minimum of 25 chairs for media representatives;

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- A backdrop featuring the event title, the FIVB logo, the FIVB Sponsors and the local Sponsors as per the guidelines laid out in the marketing chapter;
- Towels and bottled water should be available for the athletes at the head table/tribune;
- Water should also be available for the press in the interview room.
- Speakers should preferably be positioned at the back of the room to avoid appearing in photos and TV coverage.

10.Working Rooms for Organisers and FIVB
Minimum 16 m2 each with air conditioning (or placed in the shade with umbrella) for security personnel (one room), court manager (one room), technical control (one room), organizing committee (one room), FIVB Officials (one room). The Technical Control, Organizing Committee and FIVB Officials' working rooms must each be equipped with:

- 1 laser printer;
- 1 efficient photocopying machine (+ 1 backup recommended);
- 1 international telephone/fax connection;
- Adobe Acrobat Reader software;

For the results system and files transfer via internet, organizers must install in the Technical Control working room:

- 1 computer (Pentium recommended; 32-bit operating system), with an English keyboard and MS English Windows or later loaded with MS Word and MS Excel software;
- MS Explorer software (internet browser);
- 1 laser printer; 1 scanner
- 1 fax connection and machine;
- 2 cellular telephones to be provided to the Technical Supervisor and Referee Delegate to allow them to access all communications relevant to the tournament upon their arrival on site;
- 1 wireless access to internet with an email account.

The FIVB Medical Delegate must have a table in the FIVB official room to work appropriately.

11.Coaches/Athletes Areas and Mixed Zone for Players and Coaches
The Promoters must set up a designated area for coaches at the venue in the general grand stands and around the playing area for the outside courts for use while watching their teams, as well as a separate area either under a tent, in a room, in a shaded area or anywhere else (e.g. at the hotel if in proximity) with plug sockets, where coaches can meet with their athletes. Such areas must be secure and only open to accredited athletes and coaches. The area up to 8 teams and their respective coach (es, as well as include adequate numbers of chairs and tables.
The FIVB and the Promoter must strictly follow the requirements for the coaches' mixed zone, as well as the coaches' access to physiotherapy treatment rooms for consultation with athletes. Coaches' areas should be clearly marked and designated. One accredited coach per team is allowed to sit behind the team's bench or seats of players.
Promoters must include the mixed zone area in the venue layout for FIVB approval.

12.The Medical Services Area
Minimum of 30 m2 equipped with:
- Bed(s) (at least one);
- Basic medical equipment;
- Basic medications;
- Defibrillator and oxygen;
- Equipment to assess and treat dehydration and hyperthermia (including electronic rectal thermometer accurate to >44° and equipment for emergency cooling and intravenous treatment);
- Stretcher(s);
- Ice machine;
- Telephone;
- Scanner.

In addition, the following is required on site:
- An ambulance with defibrillator must always be available.
- Paramedical personnel must be present at the venue during the entire competition.
- The ambulance shall be parked as close as possible to the venue, adjacent to the medical area.

13.The Massage and Physiotherapy Room
Minimum 30 m2 equipped with:
- 4 massage tables;
- Physiotherapy equipment.

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The medical services area and massage/physiotherapy rooms must be protected and separated from the open air and a heater must be installed in the rooms, if necessary.
It is recommended that a separate facility is constructed for team physical therapists and physicians, with a minimum of two treatment tables. Also, it is recommended that a procedure is established to ensure that the physical therapists have the appropriate credentials for accreditation to events. This accreditation is necessary to allow physical therapists and physician's court-side and on-court access in case of a medical time-out during games. Physical therapists and physicians may receive an accreditation for certain areas at the venue by sending a request through their respective National Federation directly to the promoter concerned at least 10 days prior to the start of the event.

14. Doping Test Section

Minimum of 25 m2, divided into 3 sections - 10 m2 waiting room, 10 m2 sampling room, and toilet - equipped with refrigerator and refreshments and a TV. The waiting room should be well supplied with refrigerated bottled soft drinks and water. The refrigerator should be lockable.
The Doping Control Test section must always be prepared as described, regardless whether doping controls have been scheduled or not, to allow for unannounced anti-doping controls performed by the FIVB or other anti-doping authorities as provided for in the World Anti-Doping Code.

15. Storage Room

This room with a minimum surface of 25 m2 has to be secured and locked. Direct and easy access to the court for all equipment (such as balls, posts, net, lines, scoreboards, speed ball device, panels, billboards, water pipes, wind sleeves, towels, rakes, boxes, etc.) is needed.

16. The Other Facilities

- 4 Showers for athletes;
- 1 Logistic warehouse;
- 1 Accreditation Area;
- Platform(s) for TV Cameras (as per the TV Broadcasting Guidelines, chapter 6, if any);
- English Guide Commentary positions (equipped and located as per TV Broadcasting Guidelines, chapter 6, if any);
- Mixed zone area for TV interviews immediately after the matches (if any);
- 1 Area for disabled and handicapped people. This area (for approximately 10 people in wheel chairs and 10 assistants) must be provided at court level or in the VIP section. A surface to allow the passage of people in wheel chairs must be provided from the parking area to the stadium;
- Sound system and area for players/mixer equipment, including a wireless switch on/off lapel microphone for the 1st Referee on center court integrated with the announcer/DJ mixing table (recommended for FIVB Beach Volleyball Age Group World Championships);
- Temporary toilets should be located near the bleachers (10 for the public, 2 for athletes, 4 for VIPs). Toilets for athletes must be easily accessible from the athletes' lounge, the locker room and the playing courts and there has to be a "toilet wagon" (running water) for each gender in or next to the athlete's area and/or at the side court venue. Plastic cabinets without running water are strongly discouraged;
- Disposal bins for paper, food, empty bottles, etc. (as many as necessary to keep the area neat and clean during the entire duration of the event);
- Entrance.

3.3 THE COMPETITION AREA

Organizers are responsible for ensuring the proper preparation of the competition area with high quality visual standards and high technical/safety levels in accordance with the Official Beach Volleyball Rules. The court layout must respect the FIVB regulations with regard to the distance between the bleachers and the panels, etc.
A playing area of min 26 m. - max 28 m. X min 18 m, – max. 20 m. must be set up with the following measurements:

- Court: 8 m X 16 m;
- Free zone: 5 m minimum - 6 m maximum on each side;
- Free passage way: 3 m.

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A. The Orientation

Many factors must be evaluated concerning the choice of the orientation of the long axis of any Beach Volleyball court. The angle and the direction of the sun at different hours during the day and the season are major elements to be carefully taken into consideration in the planning. Organizers must study in detail the orientation of the courts in order to minimize any adverse effects from the sun during broadcasting time, such as the sun facing both the main TV cameras, with the aim of reducing shadows during televised matches.
The VIP tribune must be, if possible, constructed close to the main road to allow the athletes, journalists and VIPs to easily access the stadium.
The stadium's net line should be oriented towards the sun especially during the main matches. Outside courts must be orientated in a similar way to the center court. In areas affected by strong wind, the stadium structure must be oriented in a way that protects the main court and the outside courts.

B. Dimension

The playing court of FIVB International competitions is a rectangle measuring 8 m. X 16 m. surrounded by a free zone of a minimum of 5 m./maximum 6 m. from the end lines and the side lines, and with a space free from any obstruction up to a minimum height of 12.5 m from the playing surface.

C. The Sand Requirements

Name	Particle Diameter	Spec. (% ret. on sieves)
Fine gravel	2.0 mm	0%
Very Coarse sand	1.0 mm - 2.0 mm	0%-6%
Coarse sand	0.5 mm - 1.0 mm	min of 80%
Medium sand	0.25 mm - 0.5 mm	max of 92%
Fine sand	0.15 mm - 0.25 mm	7%- 18%
Very fine sand	0.05 mm - 0.15 mm	not greater than 2.0%
Silt and Clay	below 0.05 mm	not greater than 0.15%

The above particle size requirements allow for excellent on-court drainage and are essential if the competition court is to be able to successfully handle all weather conditions. It is important that the sand is also free of any organic material.

Particle Shape:
The recommended sand qualities for Beach Volleyball court installations are as follows:

- Physical properties;
- Be naturally weathered;
- Be sub angular/rounded;
- Not be acquired from a crushed rock source.

The selection of the particle size gradation must conform as closely as possible to the above table.
The FIVB requires that Promoters receive homologation of the sand from Hutcheson Sand and Mixes, unless they are using the same sand deemed to be of satisfactory quality as the previous year. All promoters hosting an event for the first time and those events where the quality of the sand was declared to be of poor quality must secure the approval of a sand sample from Hutcheson Sand and Mixes (if required by FIVB). Each sample, up to 1 kg from different layers of 40 cm, must be sent to the Hutcheson Sand and Mixes consultant properly labeled.

D. Playing Surface

The court and playing surface must be made of leveled sand (as flat and uniform as possible) free of rocks, shells or dangerous particles that may cause cuts or injuries to the athletes. It is recommended that a tarpaulin is provided for use as a cover for the central court in rainy weather conditions. The sand must be sifted prior to the event whenever a natural beach is used (if deemed necessary).

1. The sand conditions must be the same on the center court, side courts and warm up courts. If concerned about the quality of the sand, the Technical Supervisor must send a sample to Hutcheson Sand and Mixes. It is the FIVB's responsibility tocheck the sand quality together with the Promoter as soon as possible.

2. Promoters shall maintain safe playing conditions on court and proper drainage should be utilized throughout the entire duration of the event.

Organizers must always have machines available to turn the sand in order to avoid any contingency situations.
The FIVB Officials will also monitor the accurate quality, depth and leveling of the sand on all courts during the inspection visit on site prior to the event (i.e. before the court and the tribunes are completely set up) for final approval as well as during the event (at different times of the day and especially in wet weather).

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E. Service Zone

The service zone is the area behind the end line and between the extensions of the two side lines. In depth, the service zone extends to the end of the free zone.

F. Time Out Area

The time out area should be located at least 3m away from the scorers table and set up according to the diagram included in the Marketing chapter.

3.4. THE COURTS

A. Number of Courts

Organizers must set up six (6) courts plus two (2) warm up courts, fully equipped as per FIVB requirements and standards. A minimum of six (6) courts (4 competition and 2 warm up courts) are required if men's and women's events are organized on the same dates and at the same venue. If an event is staggered by one day (e.g. women's Main Draw starts on Wednesday and men's Main Draw starts on Thursday) a minimum of 4 competition and 2 warm up courts are also required. The Promoter must secure a minimum of 1 official warm up court for each gender at the venue (total 2) – minimum 2 official training courts for each gender (total 4) at the venue or reachable by shuttle service (provided by the Promoter) at the latest two days prior to the event.
A net of a minimum height of 3m must separate all adjacent courts. Additional courts may be required by the FIVB depending on daylight hours and weather conditions.
Only the FIVB Beach Volleyball Department or the FIVB Technical Supervisor may authorize the setup of fewer courts, in the case of a smaller than expected number of teams registering for the event.

- 3 days before the start of the Qualification Tournament: 2 warm up courts from 9.00 am until 6.00 pm must be set up and available every day of the competition;
- 2 days before the start of the Qualification Tournament: All courts required for the next day of competition, plus one warm up court per gender, must be set-up from 9.00 am until 6.00 pm;
- 1 day before the start of the Main Draw: 2 courts from 9.00 am till 6.00 pm for the Main Draw teams must be available (unless the court is required for the Qualification Tournament);

In the case of side courts located further than walking distance away, the communication requirements stated in the Handbook need to be upheld by the Organizers. For a detailed plan of the use of the competition courts, refer to the Competition Regulations chapter.

B. Training Courts

Before the start of the competition, it is mandatory that the courts are available for the training sessions of the participating teams. If men's and women's events are organized on the same date and at the same venue, twice as many training courts must be ready as per the requirements outlined in point 1 above.
Two training courts (starting from at least two days before the start of the event), must be available at each event. Organizers must also keep all courts available during the competition to allow athletes to practice or for the organization of camps, and/or other activities if previously requested.
Two (2) additional training courts should be available at the venue or eslehwere for teams to train. Transportation to these training courts should be provided.
One volunteer per court, working under the supervision of the Court Manager, must be available to coordinate the training program through the BVB/18 form and to provide athletes with water, etc. The Court Manager shall work under the direction of the Competition Director and the FIVB Technical Supervisor.
Each of the participating teams is entitled to at least 1 hour's training per day upon signing the training session form (teams may be required to train together in the case of high demand).
Mikasa balls should be provided to the athletes upon request for the training sessions. Organizers may ask for a deposit from athletes in exchange for the balls (athletes are also responsible for the loss of balls during training sessions).

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C. Warm Up Courts

The Competition Director must ensure an efficient level of communication between the playing courts and the warm up court(s) in order to constantly inform the athletes warming up of the scores on each court and notify them of the start of their next match. Organizers must appoint one person responsible for the warm up court area, in regular and direct contact (by walkie-talkie) with the Court Manager or with the scorers.

The Promoter must provide a minimum 2 official training courts for each gender (total 4) at the venue or reachable by shuttle service (provided by the Promoter) at the latest two days prior to the event.

3.5. SPORT EQUIPMENT

Organisers must choose quality equipment and respect the FIVB standard requirements. Please refer to table below for details.

ITEMS	BRAND / MEASUREMENTS	QUANTITIES (for a 32-team Single Gender Open Event)
Sand	In accordance with FIVB require.	as required by the FIVB (depth min. 40 cm and sand composition as per FIVB requirements)
Balls	MIKASA VLS-300	50 for single gender /80 for double gender / 60 for FIVB Underage World Championships / 250 for FIVB Senior World Championships
Posts	In accordance with FIVB require.	1 set (center court) + 3/5 sets (outside courts) + 1/2 sets for warm-up courts
Post pads	In accordance with FIVB require.	1 set (centercourt) + 3/5 sets (outside courts) + 1/2 sets for warm-up courts
Net/Net antennae	In accordance with FIVB require.	1 (center court) + 3/5 (outside courts) + 2 (reserve) + 2 for FIVB World Tour Grand Slam
Lines (5cm)	In accordance with FIVB require.	1 set (center court) + 3/5 sets (outside courts) + 2 for FIVB World Tour Grand Slam
Referee's chair (adjustable height)	In accordance with FIVB require.	1 set (center court) + 3/5 sets (outside courts)
Referee's chair pads	In accordance with FIVB require.	1 set (center court) + 3/5 sets (outside courts)
Net camera	(when requested by HTVB)	1 for center court only
Net microphone	(when requested by HTVB)	1 for center court only
Net measuring rod	2.5 m. long	1 per court + 1 (reserve)
Panels (static)	1 m. x 3.50m	As per agreement
Sound system	5000 watts	1 for center court
Wireless lapel/off. microphone for 1st Ref.	(integrated with the announcer/DJ)	1 or 2 (center court: FIVB World Tour Grand Slam/ FIVB World Championships)
Scoreboards		2 electronic center court/1-2 manual outside courts
Wet Bulb Globe Thermometer		1 for center court only
Manual scoreboard (table flip chart)	In accordance with FIVB require.	1 per court + 1 (reserve)
Sport equipment holder	(balls, LJ flags, paddles, gauge, etc.)	1 per court + 1 (reserve)
Scorers' table	2 x 0.6 x 0.7 m.	1 per court
Scorers' chairs	2 per court + umbrella for	1 per court

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	scorers	
Electric Buzzer	placed on the scorer's table	1 on center court
Paddles numbered 1 & 2	(scorer to control service order)	1 set per court + 1 set (reserve)
Lines judges' red flags	30 x 30 cm.	4 per court
Athletes' chairs		4 per court
Umbrella for athletes' area		2 per court
Ice chest	Capacity for 12 l. (min)	3 per court
Towels for the athletes		1 per Main Draw athlete at least
Towels for the line judges		1 per line judge + double quantities allowing daily washing
Towels for the ball retrievers	30 x 40 cm/bigger for rainy days	4 per court + double quantities allowing daily washing
Levelling rakes	Flat/1 meter	2 per court + 2 reserve
Hand pump		1 per court + 1 (reserve)
Electric inflator		1 + 1 (reserve)
Ball pressure gauge	Units in mbar or hPa	1 per court + 1 (reserve)
Ball Circumference Device	Mikasa	1 for all courts
Ball weighing scale	Mikasa	1
Anemometer		1
Wind sleeve		1
Rototiller machine	available during the entire event	1 minimum
System for watering the court		1 water pipe or 6 manual sprinklers/court
Walkie-talkie		1 per court + Officials as required
Cellular telephone for FIVB Officials		1 per FIVB Official as required
Medical First aid set	(placed at the scorers table)	1 per court + 1 (reserve)
Billboard (brackets and court ass.)	In accordance with FIVB require.	3 each (Stadium entrance/Press Center/athletes' lounge)
Optional: Lighting system	(Measured 1m. above court surf.)	min. 1500 lux. for center court, min 1000 lux. for other courts
Alcohol test device/digital (recommended)	enough tests (or mouth pieces)	
Doping Control whenever required by the FIVB	N/A	as per FIVB-Organizers agreement
* Further details on how to inflate the Mikasa balls are enclosed in the Mikasa handling VLS 300 Mikasa kit		

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A. Balls

Four balls must be used on each court (3 playing balls plus 1 reserve). The official ball is the "Mikasa" VLS 300. Mikasa will provide the official balls at least one month before the event (see details concerning the quantity in the Marketing Chapter 4). It is strictly forbidden to add, stick and/or write any special marks, logos and/or inscriptions of any kind on the official Mikasa balls.

Mikasa should provide every promoter (if not already in their possession) with a "Ball Inspection Kit" and a "Beach Volleyball Inspection Manual". The FIVB Referee Delegate is required to check whether each ball fulfills the FIVB requirements.

B. Handling of the Mikasa VLS 300 balls

The Technical Supervisor in charge at the venue must make sure the balls are properly inflated and that they have not been tampered with. This process must start before the arrival of the balls on site - the Technical Supervisor must make sure that the Organizers are well aware of the procedures in place, including the fact that the balls must not be handled in any way before his/her arrival on site. The "ball checker" must be available upon the Technical Supervisor's arrival (the designation of a person in charge at the competition site as the checker is mandatory).

1. Before the competition

- To meet and debrief the "ball checker" on his/her role throughout the tournament.
- To verify that the chain of custody for the Beach Volleyball balls delivered from Mikasa is correct. This includes the confirmation of availability of the "Ball Inspection Kit" as per 3.1 of the "Beach Volleyball Inspection Manual", plus the relevant forms ("check list" and "evaluation sheet").
- To ensure that the balls are correctly inflated (0.200Kgf/cm2 inner pressure – see point 3.2 in the "Beach Volleyball Inspection Manual") two days ahead of the arrival of the Referee Delegate. He/she should also ensure that the balls are properly stored during the event.
- The Referee Delegate and the Organizer, including the ball-checker, must inspect all balls the day before the competition as follows (Beach Volleyball standards):
    a. Check that the inner pressure of each ball is as prescribed (0.200 Kg/cm2 inner pressure - see point 3.2. in the "Beach Volleyball Inspection Manual");
    b. Check that the weight and circumference are as follows:
    Weight: 260~280g (see point 3.3 in "Beach Volleyball Inspection Manual")
    Circumference: 66~68cm (see point 3.4 in the "Beach Volleyball Inspection Manual")
    c. While checking the balls these must be numbered with very small digits (we recommend that this will simultaneously serve as the code for identifying the balls at each court). The results of the inspection must be filled in on the form entitled "Beach Volleyball Check List (for the 1st inspection)";
    d. The same numbering/court code (see above) will serve as the homologation "signature" confirming that these are the only approved balls to be used for the competition.

2. Every competition day

- The Referee Delegate and the checker inspect the inner ball pressure of the competition balls, also the weight and circumference if deemed necessary, including balls for the warm up courts, seventy five (75) minutes before the start of the day/session.
- At the start of the match protocol, the Referees for each match check the inner ball pressure of all 4 competition balls and adjust it if necessary.

Note: the checker must be available for responding to any calls on the courts whenever a ball is rejected by the referees or the athletes. This ball should immediately be checked for pressure, weight and circumference.

1. The Technical Supervisor/Referee Delegate, with the assistance of the checker, must pay special attention to the balls when used in rainy weather conditions by replacing the competition balls as much as possible after each set/match (if feasible) in order to avoid excessive water absorption. The balls must also be kept dry by wiping them with a dry cloth.
2. The Referee Delegate and the checker must inspect the inner ball pressure, weight and circumference of the competition balls again at the end of each competition day (session). Any ball considered to be over the approved weight or deformed in shape should be identified and replaced with a new match ball. The inspection process must be conducted as per A. 4) above and relevant data must be collected for the "evaluation sheet for Beach Volleyball (VLS300)".
3. After the daily final inspection the balls must be stored in a dry place where there is no or very low humidity. All used balls must be wiped with a dry cloth before being stored.

3. Final day of the competition
The Referee Delegate, in coordination with the Technical Supervisor, must complete the form "evaluation sheet for Beach Volleyball (VLS300)" and submit it to the FIVB Technical Department and the Beach Volleyball Events Department as part of the Technical Reporting process.

C. Net and net system

1. Net system
Jiangsu JinLing Sports Co., Ltd is the FIVB Official net and net system supplier for Volleyball and Beach Volleyball. Jiangsu JinLing Sports Co., Ltd will provide in 2014 for the center courts of the FIVB Age Group World Championships the following material:

- One net;
- One set of antennae;
- One referee chair;
- One set of posts and post pads;
- One set of adjustable court; lines
- One set of post bases (please refer to instruction booklet – 3.5)

Outside courts can be set up with Jiangsu JinLing Sports Co., Ltd net system or eventually with net systems from others suppliers.

2. Net
The net is usually 8.5m long and 1m (+/- 3cm) wide when hung taut and placed vertically over the axis of the center of the court. The net has a mesh of 10cm x 10cm as the one used at the 2012 Olympic Games. The FIVB has developed a different net used for FIVB Beach Volleyball competitions only. This net is 8.0m long and has a smaller net mesh allowing the FIVB to display brand logos on the net as per FIVB Regulations. The FIVB reserves the right to modify the net mesh to better enhance the presence of the title sponsor.

Two 7 - 10cm wide horizontal bands, preferably in white made of two-fold canvas are set at the top and the bottom of the net mesh, and sewn along the full length of the mesh. A cord goes through the holes situated at each extremity of the upper band to fasten the upper band to the posts and keep the top of the net continually stretched.
While a flexible cable is located within the upper band, a cord can be found within the bottom band to fasten the net to the posts and keep its top and bottom taut.
The height of the net must be of 2.43m for the men and of 2.24m for the women, measured from the center of the playing court with a measuring rod. Both ends of the net (over the sidelines) must be at the same height (measured from the playing surface) and may not exceed the official height by more than 2cm.
Two color bands of 5cm wide and 1m long are fastened vertically to the net and placed above each side line. They are considered as part of the net.
Two antennae are fastened at the outer edge of each side band and placed on the opposite sides of the net. Antennae are considered as part of the net and delimit laterally the crossing space. The antenna is a flexible rod of 1.8m long and of 10mm in diameter and is made of fiberglass or similar material.

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The top 80cm of each antenna extends above the net and is marked with 10cm stripes of contrasting colors, preferably red and white. The FIVB and its net and net system supplier will provide the nets, sets of antennae, posts, post pads, referee's chair, court lines and post bases needed for each FIVB Age Group World Championships, for all center courts and for the promoters concerned.
4 double faced netscapers featuring the FIVB Sponsors will be displayed (2 on each side) on each net.

3. Posts
The posts supporting the net must be rounded and smooth, with a height of 2.55m and must preferably be adjustable. The posts must be fixed to the ground at a distance of 0.7m -1m from each side line. It is forbidden to fix the posts to the ground with wires. Any parts considered dangerous or obstructive must be removed and the posts must be padded. If men's and women's events are organized on the same date and at the same venue, the posts must be easily adjustable to allow a swift change of the net height between the women's and men's matches.
Post bases should be setup in the sand as per the instruction booklet.

4. Lines
Two side lines and two end lines mark the playing court. Both side and end lines are placed inside the limits of the playing court. There is no center line. All lines are 5cm wide. The lines must be of a single color in sharp contrast to the color of the sand. No advertising or logos are allowed on the lines.
Court lines should be ribbons made of a resistant, non abrasive material, and they must be held at the four corners with buried round wood. While metal anchors are forbidden to fix the lines, any exposed anchor must be made of a soft and flexible material. The line judges should shake the lines in order to clean off the sand at each court switch, timeout, technical timeout or whenever required. It is extremely important to have adjustable, high quality lines as well as flat rakes which will prevent problems during the games.

D. Scoreboards

It is compulsory to have at least one (1) scoreboard on each outside court. On the center court, the FIVB might provide two (2) electronic scoreboards in order to display information as per the Marketing chapter.
The two (2) electronic scoreboards if any must be placed in the position with the best view for the spectators, with the FIVB's approval. Whenever possible, the two (2) center court scoreboards must be placed diagonally at opposite corners of the court on specially built platforms. The platform is placed at ground level with a height from min. 50cm to max. 1m from the sand and the wooden and/or metallic support hidden from view by means of a cover. When possible, it should be dressed with a banner featuring the FIVB event title and the tournament title. In any case, the two (2) scoreboards must be seen by the spectators and on TV. The visibility of the scoreboards must not be obstructed by any advertising material (e.g. sponsor panels). One (1) manual scoreboard must be placed on the scorers table.

1. Live Scoring on the FIVB Website
For the FIVB Age Group World Championships, the Organisers, whenever required by the FIVB, provide a router with a RJ45 plug connected to the internet with a DSL line. Live scoring is only for centre court.

2. Ball Speed Device
On the centre court, a ball speed device provided by the FIVB scoreboard supplier will be placed at one end in order to capture the speed of the ball during the different parts of the match.

3. Wet Bulb Globe Thermometer Device
On the center court, a device to measure the wet bulb globe temperature (WBGT) (a combined measure taking into account air temperature, direct sunshine, radiant heat, wind and humidity) should be available. The Wet Bulb Globe Temperature must be measured during the FIVB Age Group World Championships. Measurements are made by the referees 5 minutes before the start of each match on the center court from the first match of the day until the last match in accordance with the FIVB Heat Stress Monitoring Protocol.

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E. The Panels

Even though all venues differ in size, both the space available around the court and the side and backdrop panels displayed must be of standard dimensions.
Organizers must strictly comply with the advertising panel layout included in the Marketing chapter and respect the specifications for panel sizes and numbers around the court(s). Panels must be made of a rigid material, easy to clean and must not represent any danger to the athletes. The second row of panels must be clearly positioned and the first row should not obstruct the visibility of the second row. The third row should also be set up at least 1.5 m from the last row of the bleachers.
If Promoters decide to use, upon approval from the FIVB, rotating panels in the first rows, these panels must be used as indicated in the Marketing chapter.

F. Flags

Flags featuring the sponsors' logos should be set up vertically and should be placed at least 1.5m above the last row of the bleachers. The flags of each participating country (to be displayed in alphabetical order by country code with the exception of the hosting country which must be placed first counting from left to right) must be displayed as indicated in the Marketing chapter.

G. The Billboards

Three billboards with the competition brackets and three billboards with the court assignments must be located at the entrance of the stadium for spectators (min. 4 m x 2 m), in the press center (min. 2 m x 1 m), and in the athletes' lounge (min. 2 m x 1 m) and must be constantly updated with match results and with details of the next matches. The information displayed on the billboards should, if possible, also be printed.

H. The Lighting System

For tournaments organizing night sessions or whenever needed or requested, the lighting system must provide a minimum of 1500 lux for the centre court and 1000 lux on all other courts, measured 1m above the playing area. Night matches and lighting systems must be only be considered in certain countries where a fully packed stadium during night matches can be guaranteed.
The lighting system should be ready for the appropriate testing and homologation by the FIVB Technical Supervisor and a Host TV Broadcaster representative at least 3 days prior to the start of the event.
The FIVB will provide, upon request, the complete guidelines (in addition to the minimum required 1500 lux.) for the lighting setup, including the number of towers needed for the lights, their height and position , the number of lights and wattage of each light, etc. Venue Consultants can also advise the parties concerned on such technicalities. The promoter must follow these guidelines and consider and adapt to local conditions in order to meet the competition requirements or, alternatively, employ a lighting engineer 60 days prior to the event to provide the FIVB with the lighting plans for the event's venue. The lighting systems must be directed partially on the audience for entertainment and TV purposes.

I. Hose Pipes

Courts must be watered before every match and during the games whenever deemed absolutely necessary. In high temperature conditions, hoses should be provided to water the courts' surfaces.
In case neither a high pressure water system nor hoses are available to water the sand, additional personnel may be needed to water the sand between matches with manual sprinklers (or water canisters).

J. Rototiller Machine

A minimum of one (1) rototiller machine must be provided and available during the entire duration of the event to improve the quality of the sand (especially in wet weather conditions).

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K. Wind Sleeves

A wind sleeve and an anemometer should be available in order to constantly monitor wind speed and direction.

L. Towels

Promoters are not obliged to provide towels for the athletes, but can use the support of the event's sponsors to provide this material. If athletes are authorized to use their own towels, they will then be responsible for bringing them to the venue and will have to respect the sponsors' size regulations.
However, promoters are required to provide small towels for line judges and ball retrievers. In case of rain, bigger towels for the ball retrievers should be provided.

3.6 HOMOLOGATION OF STADIUM AND FACILITIES

An inspection visit must be carried out by the FIVB Technical Supervisor three (3) days before the start of the Qualification Tournament in order to check that the stadium structure, the courts and the sport materials provided conform to FIVB requirements.
The stadium and facilities must be ready (including panels, flags of participating countries, FIVB Beach Volleyball Event's Flag, FIVB Flag, Eco Flag, etc.) for an accurate inspection by the FIVB Technical Supervisor at the very latest the day before the start of the Qualification Tournament at 2:00 pm. The FIVB Technical Supervisor is responsible for verifying that all required courts, including the warm up court(s) are set up according to the FIVB requirements.
The FIVB Referee Delegate, Tournament Director, Competition Director and Operational Director must attend the inspection visit.
Only the FIVB Technical Supervisor is authorized to homologate the courts. Should a venue not be homologated by the FIVB Technical Supervisor in due time, he/she can then decide to postpone the start of an event until all measures of security are guaranteed and the requirements are deemed to have been fulfilled by the promoter.
The FIVB Technical Supervisor must fill out the Stadium and Facilities Homologation Checklist (BVB/29 form) and email it to the FIVB Beach Volleyball Department before the start of the Qualification Tournament. Any additional comments about the status of the venue, courts and facilities should also be included. The court equipment checklist (BVB/30 form) must also be verified.

3.7 TRANSPORTATION

A. International Transportation

The host city of any FIVB Beach Volleyball Age Group World Championship event must be located close to an international airport or, alternatively, the distance between the international airport and the competition venue must, in principle, not exceed 1 hour by bus or train. International transportation plans and itineraries for the FIVB Officials/consultants, and International Referees (when applicable) must be provided by the organisers if possible 2 months before the event. If possible, final confirmation of the travel itineraries should be sent by the Organizers one month before the event. The Organisers, in collaboration with their Travel Agency, must coordinate the travel arrangements directly with the people concerned.

1. FIVB President
The FIVB, in collaboration with its travel agency must coordinate the FIVB President's travel arrangements (whenever required).

2. FIVB Officials
The Promoter is responsible for providing a roundtrip airplane ticket (economy class) for the FIVB Technical Supervisor inspection visit, to be carried out at least 2-3 months before an event if deemed necessary. If a TV inspection visit is also carried out, the FIVB will cover the roundtrip airplane ticket (economy class) for the FIVB TV Coordinator.
The Promoter must provide a roundtrip airplane ticket (economy class) for each event for the FIVB Technical Supervisor, the FIVB Referee Delegate, the FIVB Media Operations Delegate, the FIVB TV Coordinator(s) and the FIVB Medical Delegate (whenever required).
The promoter is also responsible for providing a roundtrip airplane ticket(s) (economy class) to the Assistant Referee Delegate(s) if the event will take place in more than one venue or if courts are located far apart from one another.
The breakdown for the arrival and departure time of each official is as follows:

- The FIVB Technical Supervisor must arrive on site three (3) days before the start of the Qualification Tournament for FIVB Age Group World Championships;
- The FIVB Referee Delegate and the Assistant Referee Delegate (if necessary) must arrive on site two (2) days before the QT (at the latest at 2:00 pm), and three (3) days in case of extra clinics for Host NF Referees and Auxiliary Officials for FIVB Age Group World Championships;

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- The Media Operations Delegate is required to arrive 1 day before the start of the Qualification Tournament;
- The FIVB Medical Delegate (if any) is normally required to arrive one (1) day before the start of the Main Draw. However, this may be adjusted according to the FIVB Test Distribution Plan (without increasing in any way the cost for the organizers). If doping controls are to be carried out during the Qualification Tournament, earlier arrival may be necessary. All communications related to the Medical Delegate transportation must remain strictly confidential;
- The FIVB Photographer (if any) is required to arrive on site one (1) day before the start of the Qualification Tournament;
- All FIVB Officials must leave the day after the conclusion of the tournament or as the number in courts in use reduces and their presence is no longer needed.

The FIVB Officials are responsible for paying their own transportation costs for travel from their home to the airport of departure (and vice versa), any passport and visa-related costs, parking fees and/or any personal travel or medical insurance, etc. If different conditions than those laid out above are required (e.g. FIVB Official to pay for their own ticket, different conditions for reimbursement etc.), the FIVB Official concerned must receive written agreement from the FIVB.

3. Neutral International Referees and International Referee Candidates

For FIVB Open events, and FIVB Underage World Championships, the Organizers, in collaboration with their Travel Agency, must directly coordinate with the people concerned, the travel arrangements for the International referees assigned under the NEUTRAL quota. The Organizers must provide a roundtrip airplane ticket (economy class) for each of the referees.

For the International referees and International referee Candidates assigned by the FIVB under the LOCAL quota, the promoter will be responsible for providing the referee with a roundtrip airplane ticket (economy class) or a roundtrip train ticket (if the referee lives in the host or nearby countries).

3.1 General

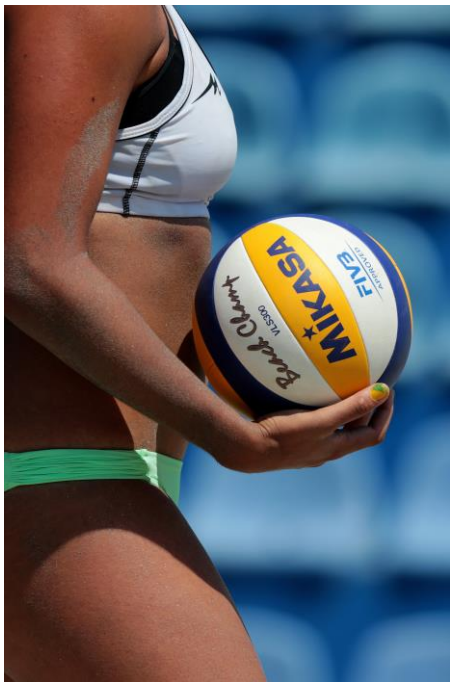
Referees are required to arrive on site two (2) days before the start of the Qualification Tournament and must be available starting from 08:30 am the day before the Qualification Tournament to attend the mandatory Referee Clinic.

The International Referees are responsible for paying the costs related to their domestic transportation including airfares for internal flights, train tickets to the airport of departure, parking fees and/or any personal travel or medical insurance. If different conditions than those laid out above are required (e.g. FIVB Official to pay for their own ticket, different conditions for reimbursement etc.), the International Referee concerned must receive written agreement from the FIVB.

If any of the above conditions are not adhered to by the referee, including non-respect of dates of travel as stated in the agreement signed with the FIVB or as otherwise informed by the FIVB Beach Department and/or the Refereeing Commissioner, (e.g. early release of referees requested by the organizers, etc.), they will no longer be assigned to the event concerned and will be expected to reimburse any travel costs (if tickets have already been issued by the organizers), or any other related costs that may result from their late replacement.

4. FIVB Sponsors, Partners and Media Representatives

The FIVB Sponsors and partners and media representatives are responsible for coordinating their own international travel arrangements.



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B. Visas and Passports

1. FIVB President (if required), FIVB Officials, FIVB Neutral International Referees, FIVB Sponsors/partners and media representatives.

Organizers must provide an invitation letter to the FIVB President (if required), FIVB officials, foreign Referees, FIVB Sponsors and partners, as well as media representatives, in order to assist with the process of obtaining visas.

The above parties are responsible for paying any costs related to passport and visa administration processes.

2. Athletes

The respective National Federations of the participating athletes are responsible for obtaining all appropriate visas for their teams (-59 days). The host National Federation is required to promptly issue an invitation letter duly signed and sealed for the people concerned upon receipt of an official request from a foreign National Federation. The National Federations and/or the athletes are responsible for paying any costs related to passport and visa administration processes.

C. Local Transportation

1. Generalities

Local transportation (to/from the airport-hotel-venue-social activities, etc.) plans and arrangements must be presented to the FIVB Technical Supervisor during the yearly inspection visit (if any). Organizers must send their local transportation plan to the FIVB two (2) months before the start of the event.

Organizers are responsible for bearing all costs related to the local transportation for the FIVB President (if applicable), FIVB Officials, Referees and Main Draw teams. Assistance should be also given to the FIVB Sponsors and partners, as well as media representatives. Information and details about the local transportation must be included in the event's regulations (BVB/06 form).

In case local transportation is required from the hotel to the competition site, a shuttle bus service must be provided at 30 minute intervals. A minimum of two minibuses should be available starting from 5 days before the beginning of an event until 2 days after the end of an event. The capacity of each minibus must be in accordance with the needs of each tournament.

2. FIVB President

Organizers are responsible for welcoming the FIVB President upon his arrival at the airport, as well as for accompanying him back to the airport upon his departure (whenever required).

3. FIVB Officials

Organizers must welcome the FIVB Officials upon their arrival at the airport and organize local transportation from the airport to the hotel and back, as well as from the hotel to the venue and back and to/from social activities, etc. (whenever necessary). The Technical Supervisor must verify upon his/her arrival on site that the local transportation is suitable for the needs of the Referees schedule every day.

4. The Referees

The Organizers must welcome the Referees upon their arrival at the airport (or train station if applicable) and organize local transportation from the airport or the train station to the hotel and back.

Organizers must ensure that the Host National Federation referees arrive in due time at the competition site for the Referee Clinic (09:00 am the day before the Qualification Tournament), or for the extra local referee clinic (08:30 am the day before the standard referee clinic). Whenever needed, the Organizers must provide local transportation from the hotel to the venue and back as well as to/from social activities, etc. (if requested) for all referees officiating at the event.

5. Athletes/Head of delegation

Organizers must welcome and guarantee local transportation, starting five (5) days before the beginning of the Main Draw, only and exclusively for the Main Draw athletes who have duly informed the Organizers about their travel schedule at least three (3) days before the start of the event through the BVB/31 form.

A person (fluent in English) and easily identifiable by a sign with the FIVB Beach Volleyball event's logo must welcome the athletes upon their arrival at the airport. This

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person is responsible for providing the Qualification Tournament athletes with information about local transportation from the airport to the competition site (e.g. bus numbers, underground transportation, prices, etc.), as well as for informing the Main Draw athletes about the local transportation to be provided by the Organizers from the airport to the hotel and back.
The buses or cars used for the transportation of athletes must be air conditioned and of a good standard. These vehicles must also be large enough to transport the people concerned with their luggage from/to the airport/hotel.
The organizers must also provide transportation from the hotel to the airport for Main Draw athletes departing before the end of the competition, as well as to/from social activities, etc. (if requested). Organizers are not responsible for the local transportation of coaches, teams' physiotherapists, athletes' guests and athletes' family members.

6. Media Representatives (Journalists, Photographers, etc.), FIVB Sponsors and Partners
A shuttle service for media representatives from the hotel to the press center and the competition site, as well as to/from social activities, etc. (if requested) is recommended.

3.8 BOARD AND LODGING

A. Hotels

1. General
Information on the board and lodging (in hotels equipped with air conditioning) for the FIVB President (whenever requested), FIVB Officials, Referees, Main Draw teams, as well as recommended hotels for Qualification Tournament teams (with breakfast, lunch and dinner in camp sites, hostels, 2, 3 or 4 star hotels), including addresses, telephone/fax numbers, email addresses, websites and rates, must be presented to the FIVB for approval four (4) months before the event (in order to be posted on the FIVB Website at least 2 months before the start of the season). This information must be included in the event's regulations sent to the participating National Federations 44 days before the start of the event.
Promoters must avoid costs related to corkage or pouring fees for any function held at official hotels during the event and must not appoint agents to manage, sell, or distribute any of the agreed rooms at the official hotels, or in relation to any functions to be staged during the event, without the prior written consent of the FIVB.

2. FIVB President
The organizers must provide first class accommodation (1 presidential suite) whenever the FIVB President is invited to attend the event.

3. FIVB Officials
In accordance with the arrival and departure requirements as mentioned in point 3.7 in the transportation section, the FIVB Delegates must be accommodated as follows:
The FIVB Technical Supervisor must be lodged in the same hotel as the Main Draw teams and, if possible, with other FIVB Officials.
The FIVB Referee Delegate must be lodged in the same hotel as all referees and, if possible, in a different hotel than the athletes. The same applies for the Assistant Referee Delegate (if assigned by the FIVB).
The FIVB Media Operations Delegate must be lodged, if possible, in the same hotel as the Main Draw teams.
The FIVB Medical Delegate (if assigned) must be lodged in the same hotel as the Main Draw teams. All correspondence related to his/her accommodation must remain strictly confidential.
The Photographer (if assigned) must be lodged, if possible, in the same hotel as the Main Draw teams.
All FIVB Officials must leave the day after the conclusion of the tournament, if not requested the leave beforehand at the end of their duties.
All board and lodging costs (single room) for the FIVB Technical Supervisor, FIVB Referee Delegate, FIVB Media Operations Delegate, FIVB Photographer and FIVB Medical Delegate must be paid by the Promoter.

4. The Neutral International and local Referees
Organizers must provide hotel accommodation (usually no less than a 3 star rating) in double rooms for all referees assigned to the competition. Referees must be lodged in a

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different hotel to the Main Draw athletes. The Promoter must do its utmost to lodge all referees in one single hotel only.
Other than in cases where the release of a certain amount of the referees assigned under the LOCAL quota has been approved in advance, the total number of referees for the event must be kept in principle unchanged until the very end of the competition in order to allow specific functions to be fulfilled whenever needed (e.g. scorers and line judges). All board and lodging costs (double room) for the Referees must be paid by the Promoter.

5. Athletes

Organizers must provide, at their own charge hotel accommodation (usually no less than a 3 star rating) in double rooms for the 36 teams participating in the Main Draw (per gender).
Accommodation for all Main Draw teams must be paid by the Promoter only until the day after their elimination from each event (breakfast). Teams are requested to arrive one day before the Main Draw (check-in) and leave the day after their elimination from each event (check-out).
In case of a staggered competition, the promoter should also pay for an additional night's accommodation for the finalist teams on Saturday and on Sunday. The hotel should be located, if possible, within walking distance of the venue (max. 1000m.). All athletes should be lodged at the same hotel. The rooms must be large enough for 2 people and have separate beds with firm mattresses and solid frames. The rooms must be available at 12:00 pm at the latest on the day of the athletes' arrival. The Promoter should agree with the hotel to have 4 or 5 rooms available for early check-in for athletes arriving early in the morning. After the publication of the official list of room assignments, the Promoter is not held responsible for any modifications made directly by athletes to the hotel reservations.
Promoters should reserve 20 extra rooms in the Main Draw hotel from the Monday of the week the event will take place, which can be released 30 days prior to the event if not reserved by the athletes.

6. Others

- The Promoters are requested to assist the FIVB Sponsors and partners, as well as the media representatives, with their hotel room bookings, if possible, in the same hotel as the Main Draw teams.
- FIVB Partners or Suppliers have the right to reserve a number of first class Hotel Rooms in the Official FIVB Hotel at FIVB family rates.
- FIVB Sponsors and partners, as well as media representatives, are responsible for all costs related to their rooms and meals.
- Organizers must place an information board in the hotel lobby and another one in the athletes' area at the venue. The boards should regularly be updated with the following information:Current event: technical meeting and preliminary inquiry programs (place and time), competition program, information on board and lodging, shuttle bus service timetable (whenever needed), Daily Bulletin of the previous competition days, Organizing Committee members' telephone and fax numbers, etc.
- Next events: event's regulations as sent by the National Federations (entry, airport, competition program, etc.), entry list and wild cards, etc.
- All extra costs related to telephone calls, additional days for personal reasons and/or meals, mini-bar, laundry, etc. must be charged directly to the guests concerned (prior to their departure from the hotel).
- If these guests leave the hotel without paying their personal bills, the Organizers should then immediately contact the relevant National Federations. The FIVB should only be contacted if a National Federation refuses to assist the Organizers in obtaining a reimbursement for the costs incurred by the FIVB Officials, Referees and/or athletes. The payment of the Per Diem for FIVB Officials and Referees will immediately be held until the athletes, FIVB Officials and Referees reimburse these costs.
- In case of severe weather conditions, the FIVB Officials, Referees and athletes may be asked to stay an additional day to play the final matches. The Organizers are then responsible for paying the costs related to the additional day of board and lodging for the parties concerned.

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B. Meals

Food in sufficient quantities must be guaranteed by the Promoter for the FIVB Officials, Referees and athletes according to the FIVB Medical Regulations. Menus must be designed to be nutritious, tasty and of excellent quality including hot and cold food.
The Promoter should use a catering service at the venue to serve lunch to the FIVB Officials, Referees, Main Draw athletes and guests. Three basic meals must be served each day, plus a snack, as follows:

- Breakfast: cereals, bread, yogurt, honey, fruit and fruit juice, marmalade, eggs, skimmed milk, coffee, tea, etc.
- Lunch and Dinner: carbohydrates (pasta, potatoes, rice, etc.), proteins (red and white meat, fish, tofu, eggs, etc.) vegetables, salads, fruit, cheese, etc.

Menus must be approved by the Technical Supervisor before the start of the event. Fruit, sandwiches, coffee, tea and energy drinks (such as PowerAde, Gatorade, Fitgar, etc.) must also be available in sufficient quantities for the athletes at the competition site.
Still mineral water contained in sealed plastic ¼ or ½ liter bottles must be available at the venue at all times for the athletes, staff, officials and volunteers. Catering services must be available at the venue from 11 am until 3 pm. Opening hours should be extended to cater for athletes, court staff and officials on days when night matches will be held. The same policy applies to meals served at the hotel if adjacent to the venue and used instead of a catering service.
During the competition, fruit, snacks and drinks must be available at all times in the athletes' lounge, press center and referees' and lines judges' lounges.
Food and drinks must be replenished regularly on the courts, in the VIP area and in the athletes', referees' and line judges' lounges.
The time of meals should meet the needs of the Officials' daily schedule and must be coordinated by the FIVB Technical Supervisors upon their arrival on site.

Finally, a consistent and flexible nutrition policy must also be available for Referees and Auxiliary Officials (food and refreshments must be available for them at any time).
The Promoter is not responsible for the meals of coaches, team's physiotherapists, athletes' guests and athletes' family members.

3.9 PRELIMINARY INQUIRY AND TECHNICAL MEETING

A. General Principles

The athletes' attendance at the Preliminary Inquiry and at the Technical Meeting (Qualification and Main Draw) is mandatory. All relevant information concerning the place and time of the Preliminary Inquiry and the Technical Meeting (Qualification and Main Draw) must be included in the competition regulations sent by the Hosting National Federation to the participating National Federations and the FIVB Officials no later than 44 days before the start of the FIVB Age Group World Championships. This information will be posted on the FIVB website. Athletes are responsible for obtaining the information on the location and the dates of the meetings from their respective National Federations and/or by consulting the FIVB website.
If, due to exceptional circumstances, an athlete cannot participate in the Preliminary Inquiry and/or Technical Meeting (Qualification or Main Draw) for the event he/she is taking part in, he/she may be excused by the FIVB or the Technical Supervisor on site.

B. Preliminary Inquiry

Two Preliminary Inquiries are held, the first one the day before the Qualification Tournament and the second one the day before the Main Draw. These Preliminary Inquiries are conducted by the FIVB Technical Supervisor in collaboration with the Organizers, before the Technical Meeting, and allow for the eligibility of each athlete to be checked.
The purpose is also to check:

- That the athlete is present (according to the latest confirmed list and BVIS);
- The identity of the athletes (and reserve teams) through checking of their FIVB ID cards or passports. If an athlete does not have an FIVB ID Card number or passport, he/she must then provide the FIVB Technical Supervisor with the official 2013-2014 NF-Athlete's Commitment if not already previously sent or faxed to the FIVB duly completed;

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- The conformity of the athletes' uniforms and accessories, if required by the FIVB Technical Supervisor;
- That the FIVB Number 1 or 2 assigned through the BVIS corresponds to the numbers on the uniforms;
- The FIVB World Ranking points and seeding;
- The athletes' flight itinerary for the next FIVB Beach Volleyball events in the calendar (for communication to the Organizers of the next events through the BVB/31 form);
- Any other information about the athletes' eligibility and participation, upon request of the FIVB Technical Supervisor.

The Preliminary Inquiry is usually carried out at the athletes' hotel in a room located close to the Technical Meeting room and should finish, if possible, at least one hour prior to the scheduled time of the Technical Meeting to allow the Technical Supervisor to prepare the Draw and any relevant information to be communicated during the Technical Meeting. Athletes have to confirm their presence at the Technical Meeting by signing in during the preliminary inquiry from 12.00 until 17.00/18.00. This will give the organizer and Technical Supervisor time to make adjustments to the seeding and match schedule and make sure that everything is ready for the Technical Meeting in the evening.
At the end of the Preliminary Inquiry, the FIVB Technical Supervisor must approve the final list of eligible participating teams and attend the Technical Meeting. The attendance of all athletes at the technical meeting is mandatory even if they attended the Preliminary Inquiry from 12:00 to 18:00.

C. Technical Meeting

Two Technical Meetings are held, the first one the day before the Qualification Tournament and the second one the day before the Main Draw. Only participants with accreditations will be allowed to attend the Technical Meeting. These meetings are conducted by the FIVB Technical Supervisor in collaboration with the Organizers. The Technical Meeting must take place at the Main Draw athletes' hotel and last no more than 30 minutes.
The FIVB Technical Supervisor chairing the meeting provides athletes with technical information about the competition and gives the floor to one Promoter's representative, one host National Federation Delegate, and the FIVB Referee Delegate. The FIVB Technical Supervisor may allow sponsors, Host TV Broadcasters, journalists, authorities, etc. to attend the Technical Meetings as observers upon request. In principle, neither local authorities nor sponsors' representatives should be involved in the Technical Meeting.
Athletes who do not attend the Technical Meeting may not be permitted by the FIVB to participate in the competition. Under special circumstances, exceptions may be considered by the FIVB Technical Supervisor, if the respective National Federation/athletes send in writing and in due time valid, documented explanations for the non-attendance of the athletes to the Organizers and the FIVB Beach Volleyball Department.
At the end of the Technical Meeting, Organizers must ensure that the Daily Bulletin is distributed to all participating teams. The match schedule must be given either at the end of the Technical meeting or within maximum 1 hour from the end of the Technical Meeting.
During the Preliminary Inquiry (Qualification and/or Main Draw), the Technical Supervisor shall provide each athlete with a form to be filled out with the following information:

Local contact information (e.g. hotel room no., mobile phone, email) in case the athlete is not staying at the official hotel, so that athletes may be informed by the Promoter or Technical Supervisor about any emergency or contingency situations, such as changes to the competition schedule due to weather conditions or other force major situations. Although it is also the athletes' responsibility to obtain this information (e.g. match schedule, Daily Bulletin), having direct contact information for the athletes can be useful.

1. Technical Meeting Agenda
The Technical Meeting must be organized according to the following agenda:
- Welcome by the FIVB Technical Supervisor, National Federations and Promoter's representative;
- Athlete list of attendance;
- Report on the results of the Preliminary Inquiry;
- Drawing of lots;
- Technical aspects of the competition;
- Competition program;
- Lay out of the stadium and athletes' access to the facilities;
- Training schedule;
- Board and lodging;
- Meals;
- Transportation;
- Accreditation (ID cards and security procedures);
- Uniform distribution procedure;
- Media activities;

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- Involvement of athletes in special promotional programs;
- Information on doping controls (when applicable) and court medical assistance;
- Ranking criteria;
- Press interviews procedure and availability to be interviewed by the FIVB Highlights
- Crew (if any);
- Match protocol;
- Awarding ceremony protocol;
- Eventual side events;
- Reminder to athletes concerning the communication of their travel schedule to the Organizers of the next FIVB Beach Volleyball event(s) in the calendar;
- Information on the Rules of the Game, refereeing instructions, interpretation of the Rules;
- Any other useful information;
- Any eventual communications from the FIVB to the athletes;
- Questions from the athletes.

An information kit, including general information about the tournament and the FIVB Regulations related to the event, must be distributed to all participating athletes.

The FIVB may require the duration of the Technical Meeting to exceptionally be extended in order to provide athletes with information, FIVB Sponsors demands, medical controls, FIVB media activities, etc.
All athletes will be required to attend at least one of the media training seminars every year held at the Technical Meeting before the Main Draw of each event by the Media Operations Delegate.

2. The Drawing of Lots
The drawing of lots must take place during the Technical Meeting and must be conducted by the FIVB Technical Supervisor. The drawing of lots will determine the seeding of some of the tied teams and of the host country teams. The drawing must if possible be made by one or more athlete(s) but not by any member of the Organizing Committee.

3. Requirements for the Technical Meetings
The Organizers must provide the following:
- Conference room with sufficient capacity;
- Translator English/local language whenever required;
- Adequate sound system;
- Computer and printer to issue the Daily Bulletin;
- Urns for the drawing of lots with eggs containing the team names and country codes printed on paper;
- Board showing the first round of the draw;
- Blank bracket forms (same as the billboards) to be printed and distributed to the athletes immediately upon the conclusion of the draw;
- Court Assignment table;
- Printed official program;
- Billboard with competition brackets and court assignment table (positioned to be visible to all participants).

An information kit including general information about the tournament and the FIVB Regulations related to international participation and social activities must be distributed to athletes along with the following items if possible:

- Participating teams/countries;
- Athletes' eligibility;
- Accreditations;
- Regulations related to coaches;
- Regulations related to team physiotherapists;
- Sanctions and withdrawals;
- Prize Money and Bonus Pool payment procedure and breakdown;
- FIVB Entry/Seeding Points;
- Competition schedule and program;
- Stadium and facilities layout;
- Specific competition regulations for all participants;
- Information on board and lodging;
- Information on meals;
- Information on medical services and doping controls, if any;
- Information on transportation for officials, referees, heads of delegation, athletes, Organizing Committee members and, if possible, FIVB Sponsors and partners as well as media representatives;
- Uniform distribution procedures;
- Protocol for the awarding ceremony;

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- Organizing Committee members (BVB/05 form);
- Useful telephone and fax numbers (hotels, Organizing Committee, stadium, event office, Embassies, etc.).
- Tourist information including city maps;
- List of the tournament's sponsors;
- Name of the Host TV Broadcaster (if any);
- Other useful information;
- Etc.

3.10 MEDICAL SERVICES AND CONTROLS

A. Medical Assistance

Please refer to the FIVB Medical Regulations in force.

During the competition, Organizers must provide medical assistance for athletes, including:

- A medical services area at the venue with at least two doctors on duty whenever there is a training session or during the competition;
- The FIVB believes that it is vital that its athletes are aware of their rights when it comes to Anti-Doping. Therefore the FIVB develops, maintains and distributes an Anti-Doping education program. An interactive online learning tool called "We play it clean!" which educates athletes on their rights and responsibilities, as well as giving recommendations on healthy lifestyle practices aimed at averting them from doping, is available. Athletes, who successfully complete this education program will be awarded an Anti-Doping certificate;
- Athletes who want to enter in an FIVB Age Group World Championships must acquire an Anti-Doping certificate first;
- The FIVB Anti-Doping education program can be accessed at www.fivb.org/RealWinner/
- For events with more than one venue, it is required to have at least one doctor and one physiotherapist available at all courts;
- A doctor on 24-hour duty at the athletes' hotel with necessary first aid medical supplies;
- Assigning hospitals near the venue for emergency specialist care and hospitalization, if needed;
- Massage room with at least 4 physiotherapists located close to the athletes' lounge;
- An ambulance equipped for advanced cardiopulmonary resuscitation (including defibrillator) must always be available, parked as close as possible to the venue, on the same side as the medical area;
- First aid room at the venue with a doctor on duty (the first aid room must be equipped with all necessary instruments and medicine);
- Tables for first aid as close as possible to the playing area with a red cross sign and a doctor on duty;
- Immediate medical assistance to be provided to the athletes on court whenever a medical time-out is called.

The first aid and ambulance service must also be available to help officials, referees, heads of delegations, spectators, Organizing Committee members, FIVB Sponsors and partners, as well as media representatives whenever needed.

B. Anti-doping

All athletes are subject to in-competition testing by the FIVB, the athlete's national federation, and any other anti-doping organization authorized for testing at the FIVB Beach Volleyball event in which they participate under the World Anti-Doping Code. All athletes are also subject to out-of-competition testing at any time or place, with or without advance notice, by the FIVB, WADA, the athlete's national federation, the athlete's national anti-doping organization, or the IOC during the Olympic Games. All controls must strictly follow the FIVB Medical Regulations and World Anti-Doping Code. The procedures for anti-doping controls are detailed in the FIVB Medical Regulations.

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The controls should, whenever possible, be conducted under the supervision of the FIVB Medical Delegate and/or the FIVB Technical Supervisor.
As specified in the FIVB Medical Regulations, the FIVB has adopted the World Anti-Doping Code and the WADA List of Prohibited Substances. Note that this list is not exhaustive and is intended to serve only as an example of the types of substances and methods that are restricted. Any modification of the Prohibited List by WADA becomes effective for all FIVB purposes three months after publication by WADA without requiring any further action by the FIVB. The Code and Prohibited List in force are available online at the FIVB and WADA websites (www.wada-ama.org).
Before the start of the season, the FIVB Beach Volleyball Department must collect from the participants a valid Health Certificate for the season.
The in-competition schedule is decided by the Medical Commission President, and the FIVB Medical Department. The FIVB Medical Department will make all necessary arrangements with the national anti-doping agency (or other appropriate agency) to conduct testing on behalf of the FIVB, and organize appropriate staff on site and the equipment required for testing according to the anti-doping test plan for the event. The appropriate time to sign this agreement is at least 60 days prior to the event.
During the competition, anti-doping controls are performed according to a schedule that is agreed upon by the FIVB Medical Delegate and the FIVB Technical Supervisor. Athletes are normally tested only after their last match of the day. However, athletes may be selected for doping control at any moment of the day and the FIVB Medical Delegate can decide to submit one or several extra athletes for testing at any time during the tournament. This includes athletes withdrawing from the competition. If a team withdraws from a match because of injury or illness or for other reasons, both athletes must report to the scorers' table to be available for doping control. Failure to report may be prosecuted as a missed test.
The routine selection of athletes from a chosen match should be performed by a drawing of lots immediately upon conclusion of the match, usually by the team captain. However, the drawing of lots may also be undertaken by the Medical Delegate or by an authorized member of the doping control team under the Medical Delegate's supervision. Athletes are not allowed to leave the court area until the draw has been completed.
Sanctions for a positive case will be applied according to the FIVB Medical Regulations.

C. Heat Prevention Measures

The FIVB Heat Stress Monitoring Protocol consists of three elements; 1) Wet Bulb Globe Temperature (WBGT) measurements on centre court during all FIVB Beach Volleyball events, 2) Continuous data collection covering all events, and 3) systematic recording of any heat-related medical forfeits at FIVB Beach Volleyball events. The data collection and reporting is the responsibility of the FIVB Referee Delegate (and FIVB Medical Delegate, if present).

1. WBGT Measurements (If available)
Temperature measurements are to be taken on the center court 5 minutes before the start of each game in front of the scorers' table, approximately 1.5m above the sand level. If the scorers' table is in the shade, the measurement must be made in a sunny area closer to the court or even on the court. No measurements are necessary from the outside courts.
The measurements are to be taken by a reserve referee (or the referee from the previous match). The data collection procedures must be outlined at the referee clinic before each tournament.
The following data should be recorded on the Heat Stress Monitoring Form: Wet Bulb Globe Temperature (WBGT), Air Temperature (TA), Black Globe Temperature (TG) and Relative Humidity (RH).
The data are recorded using a Heat Stress WBGT Meter (Model HT30, Extech Technology). Please see the User's Manual for detailed instructions on how to operate the meter. It is important to note the following important points: First, the protective sliding cover must be open to allow air (wind) to flow through the meter. Second, the meter should always be set to outside (OUT) mode, regardless if there is direct sun exposure or not. The alarm settings should be disabled by setting it to the maximum limit.

2. WBGT Data Reporting
An Excel reporting file has been created to enter the data collected. Printouts are made of each of daily Heat Stress Monitoring Form and these forms are used on center court to enter the data collected. Daily averages and peak values will be calculated automatically. Printouts are made from the Excel file each day to be checked and signed by the Referee Delegate (or Medical Delegate, if present) against the original paper record.

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3. Recording of heat-related medical forfeits

On the occurrence of a medical forfeit, the injured athlete is asked by the referee if this is due to heat exhaustion and/or dehydration. If this is the case, the athlete is also asked, if he/she has suffered from diarrhea during the past five days. The Referee Delegate is then responsible for including it in the reporting file.

4. At the end of the tournament

It is the Technical Supervisor's responsibility to send the signed printouts to the FIVB along with score sheets and other information after the event. The Referee Delegate is responsible for sending the Excel file with all data to the Commission member concerned, Mr. José Casanova (jcasanova@netmadeira.com) and to the FIVB Medical Commission's member in charge of the "FIVB Heat Illness Surveillance", Dr. Roald Bahr (roald.bahr@nih.no).

5. In case of high heat and/or humidity

The weather must not present any danger of injury to the athletes. FIVB Beach Volleyball events are regularly played in conditions of high heat and humidity, which may pose a risk of dehydration and heat exhaustion. Decisions regarding suitability of the on court conditions for the competition should be made based on the WBGT. Careful consideration should be given regarding continuing play if the WBGT index exceeds 31. Whenever the prevailing weather conditions indicate that the WBGT index will exceed 31, the following measures should be considered by the FIVB Technical Supervisor, in consultation with the FIVB Medical Delegate (if present) and the FIVB Referee Delegate:

- To schedule matches in the morning and the evening to avoid the heat of the middle of the day
- To permit quick water breaks at side changes
- To increase the time between rallies from 12 sec to 15 sec
- To assign an extra technical time-out when the sum of points scored by the teams equals 42 points
- To require electrolyte rehydration fluids to be available (not just water)

Before the start of the season, athletes should be informed of the importance of becoming acclimatized to heat and humidity through training, including methods of maintaining sufficient hydration levels. It should be emphasized that tournament medical personnel must be competent and equipped for the treatment of heat illness, including intravenous treatment. However, if emergency intravenous treatment is implemented, the athlete should be transferred to hospital for further assessment and treatment. Athletes requiring intravenous treatment must withdraw from further play in the same event.

D. Insurance

All athletes must have their own liability and medical insurance. The FIVB is not responsible for any medical expenses incurred while competing in a tournament.

E. Alcohol Tests for Referees and Auxiliary Officials

During the competition, the FIVB will be entitled to randomly select Referees and Auxiliary Officials to undergo alcohol tests at any given moment before each session. The medical control for the Referees and the Auxiliary Officials must be performed at each event in a separate room (if possible in the referee's locker room). It is the responsibility of the organizers to provide the test device, such as an electronic breathalyzer, as well as any disposable equipment needed to perform at least 30 tests during the competition. The alcohol tests are run by the Medical Director of the tournament under the supervision of the FIVB Medical Delegate (if present). However, in case the FIVB Medical Delegate is absent, the Medical Director of the tournament will run the daily alcohol test procedure.

3.11 SECURITY, ACCREDITATION AND ACCESS CONTROL

A. Security

The FIVB requires each promoter to correctly implement all necessary security measures to ensure the protection and safety of the FIVB President (when visiting the event), FIVB Officials, referees, heads of delegation, athletes, spectators, Organizing Committee members, FIVB Sponsors and partners, media

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representatives etc. at the venue and at the official hotels. The Technical Supervisor must check that before the start of each event, the local authorities have been informed by the Promoter about the need to secure the venue and the hotel with a dedicated task force. The security staff hired by the Promoter is responsible for implementing the best possible security arrangements and facilities at the site before, during, and after the event.
The Promoter must inform the local police well in advance about the event in order to successfully plan for any security and/or traffic problems at the venue and the parking site. A strict policy must be implemented from the first day of the competition to regulate the flow of the public in the restricted areas.
Security personnel must also be present in sufficient numbers at the venue car park, entrance and other areas to maintain order and guarantee assistance, surveillance, and adequate security. The security staff must be professional and well trained, and must be on duty at least one hour before the start of each competition each day. A security meeting should be held at the end of each competition day between the security staff and the Promoter's representative to discuss and fix any possible problems.
Security measures should also be put in place to protect the security of sponsors' signage and FIVB Sponsor's material.All security personnel must be identified by uniforms differing from those of the other Organizing Committee members, technical personnel or court personnel, in order to be easily identified and to facilitate their intervention whenever needed.

The people managing the different areas must be familiar with the various accreditation categories and the numbering system of the stands in the stadium. A walkie-talkie system must be used to intervene in case of contingency.Finally, the necessary security measures must also be studied and arranged in due time to stop spectators from entering the playing area at the end of the final match, as well as during the awarding ceremony.

B. Accreditation System

An accreditation plan should be provided to FIVB – 2 months before the start of the event.
Organizers must provide the FIVB President (when required), FIVB Sponsors (as per agreement), FIVB Officials, referees, heads of delegation, athletes (Qualification Tournament and Main Draw), spectators, Organizing Committee members, staff, FIVB partners, media representatives, athletes' coaches, physiotherapists, VIPs, guests, technical staff, court personnel, volunteers, medical staff, journalists, etc. with an official ID card and ensure that only people with appropriate accreditation are allowed access to certain areas of the venue. An accreditation plan must be developed by the Promoter with regard to seating and parking availability. It is very important to clearly indicate the different areas covered by various categories of accreditations and issue ad hoc cards/tickets. A well identified and efficient accreditation service area should be set up at the stadium and, if possible, at the hotel.
ID cards are also needed for the bleachers section reserved for athletes taking part in the Qualification Tournament, guests, family members etc. The Promoter must provide vests to all accredited photographers and TV crew authorized to access reserved court areas and all court personnel must wear their official uniforms.
Individual photos with the name of the accredited person should, if possible, be included on the ID cards in order to prevent abuse of use of accreditations.
Promoters must grant the FIVB and each of its Sponsors the opportunity to purchase, if applicable and at face value, first class category tickets for each day of the event, provided that these tickets are granted or sold to the parties concerned for promotional purposes only and not for resale. Please refer to the Marketing chapter for FIVB requirements concerning the printing of accreditation cards and the printing of tickets.The athlete's representatives must be provided with an accreditation granting them access to all areas to allow them to contact all necessary delegates from the FIVB and the event Promoter when necessary.
In 2014 a test will be implemented to allow coaches on the playing area and behind the time out area, therefore the Organizer should be aware that he has to enable coaches concerned to have access to the following areas.

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3.12 PROTOCOL

A. Invitation of the FIVB President

The following guidelines must be carefully studied in situations where the Organizers wish to invite the FIVB President to attend their event:

1. The official invitation should come from the City Mayor, the National Federation or the Minister of Sport, and should be sent directly to the FIVB President.

2. The following protocol should be adhered to when issuing an official invitation:

- Information about travel and accommodation should be included, detailing the following:
    - Welcome of the FIVB President at the airport, including the name of the Organizing Committee member who will greet the President. This person should be knowledgeable about the organizational details of the event and will be responsible for accompanying the FIVB President during his stay;
    - Name, address, telephone and fax numbers of a 5 star hotel in the city/town;
- Provide a proposed program of activities during the FIVB President's stay, which should include a courtesy visit to the highest authority in the country, a meeting with the President and the members of the Board of the National Federation, a meeting with Promoters, sponsors, etc.;
- Ensure that a press conference is organized, preferably in the FIVB President's hotel or at the venue, and that any TV Broadcasters and international press agencies are invited and represented (a list of invited media should be submitted to the FIVB well in advance).

Organizers are asked to contact the President's Secretariat in Lausanne for any additional information before sending their invitation.

B. The VIPs

1. Welcome

The Organizers must prepare a welcome note, as well as an event program, for the VIP guests to be delivered to their hotel prior to their arrival.

2. At the Stadium

Signs should clearly indicate the seating areas for VIPs, FIVB, sponsors, promoters, partners, etc.

The Promoter must provide space at the venue together with access to electricity, water and toilet installation facilities to enable the VIPs, FIVB, sponsors, promoters, partners, etc. to create hospitality areas for their invited guests and staff. The costs related to the decoration and operation of the infrastructure of the hospitality areas shall be the responsibility of the VIPs, FIVB, sponsors, promoters, partners, etc.

The VIP section must be tidy and equipped with chairs.

The area should be thoroughly monitored and inspected prior to the arrival of the guests in order to ensure that it is in good condition for the arrival of the guests. Organizers must appoint two people (one manager and one assistant) to welcome VIPs, FIVB, sponsors, promoters, partners, etc. and to show them to their seats.

The Promoter must install tables and chairs in the hospitality area to allow VIPs, FIVB, sponsors, promoters, partners, etc. to sit while eating. Hospitality areas providing food and drinks during the matches must be clean at all times. One VIP table must be prepared with a table cloth and napkins to allow the highest authority to invite prestigious VIP guests. Two additional staff members should be in charge of the catering table and ensure the highest standards of hygiene. Two assistants can also be assigned to clean up the VIP stands and remove all bottles, glasses and dirty dishes.

3. Side Events

If an authority or sponsor decides to organize a reception or a party, Promoters must determine a VIP guest list in advance. The VIP area officer is required to inform the invited guests and the FIVB representatives attending the event at least two days in advance. The authority or sponsor offering the reception or party must welcome the VIP guests at the entrance of the venue where the event is taking place. The PR Director must inform the VIP guests about the dress code (formal, business or informal attire).

C. Official Opening of the Event

Opening ceremonies are not mandatory for FIVB Beach Volleyball events. Nevertheless, a welcoming cocktail party could be organized the day before the start of the competition (e.g. after the end of the Technical Meeting) for the FIVB President (when attending), FIVB Officials, referees, heads of delegation, athletes, spectators, Organizing Committee members, FIVB Sponsors and partners, media representatives, local authorities, etc.

3.13. THE AWARDING CEREMONY

The awarding ceremony is part of each FIVB Beach Volleyball event and it must be

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organized in accordance with the procedure featured in this section.
The awarding ceremony creates a memorable and magical moment that can be shared by athletes, spectators, officials, media, sponsors, celebrities, volunteers, etc., and can serve to celebrate the winning teams and the end of the event itself.
The preparation for the awarding ceremony should not be underestimated and all elements listed below are important for implementing a successful end of an event.
It is critical that each person playing a role in the awarding ceremony is aware of all of the details of his/her responsibilities and the exact timing of his/her involvement in the ceremony.
It is strongly recommended to produce a schedule well in advance, (including a final version customized with the names of the dignitaries and athletes after the final rally), as well as a layout of awarding ceremony area to be circulated to the key people involved, such as the Master of ceremonies, chief of protocol, Technical Supervisor, Tournament Director, TV coordinator (if any), Media Operations Delegate, Official Photographer, Media Operations Director, announcers, hostesses, and so on. This written schedule should also include the script for the announcer.
The schedule and materials used for the awarding ceremonies must be organized in accordance with the FIVB Regulations and presented well in advance to the FIVB Technical Supervisor for his/her approval. The Technical Supervisor must check before the start of the competition that all materials are available and duly stored in a secured facility at the venue.
It is also the responsibility of the Technical Supervisor to check well in advance of the rehearsal the layout of the court including all materials and personnel.
It is also his/her responsibility to agree with the Tournament Director the list of dignitaries required to participate in the awarding ceremony.
A plan detailing that actions of each person involved from the end of the final match until the end of the awarding ceremony should be carefully drawn up and submitted in advance for approval by the FIVB Technical Supervisor.

A. The Material

The materials listed below are necessary for the smooth implementation of the awarding ceremony:

- 1 awarding ceremony backdrop.
- 2 red carpets (one 3m x 18m, one 5m x 2m);
- 3 podiums as follows:Podium No. 1 at the center (for team finishing in 1st place), 1.50m long x 0.60m wide x 0.70m high;
- Podium No. 2 to the left of the center podium (for the team finishing in 2nd place), 1.50m x 0.60m x 0.55m high;
- Podium No. 3 to the right of the center podium (for the team finishing in 3rd place), 1.50m x 0.60m x 0.40m high;
- 3 poles of a minimum of 8m high each (or mobile hangers) for the winners' flags, outside the competition area and no further than the axis of the court. These poles should be different from the ones used for the FIVB Beach Volleyball event's flag, FIVB Flag, Eco Flag, and the country flags, and should be placed on the side of the court, preferably midway.

The use of removable poles that can be set up in a few minutes just before the end of the gold medal match is recommended to avoid blocking the view of spectators, photographers, HTVB (if any) etc. during the matches.

- Two or three flags (same size) available for the top Beach Volleyball nations (e.g. Brazil, USA, Germany, China, Switzerland);
- A complete set of medals for the winners (2 gold, 2 silver and 2 bronze per gender) provided by the FIVB;
- A trophy to be presented to the athlete voted best player at the event;
- The awards table and the necessary cushions or trays to display and present the medals;
- The cup for the winners and the trophy cups for the 2nd and 3rd place teams (whenever awarded) offered by local sponsors or Organizers;

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In case Organizers decide to award cups/trophies to the first ranked teams, Organizers must then supply 2 units per team (one for each athlete). The name of both athletes may be engraved on the plaques at a later stage.

- Any other eventual cups or trophies offered by the city, promoters, local sponsors, etc.;
- The national anthem of the winning team;
- The FIVB anthem;
- The national flags of the first three teams (3m x 2m horizontal or vertical according to the system used);
- 3 name boards (0.70m x 0.30m) with the name of the country of the winning teams (letters minimum 10cm high) for the parade;
- The necessary uniforms for all persons involved (hostesses, medal carriers, etc.);
- A set of clean athletes' tank tops/tops for the top 3 teams of the same colors as the ones used for the final games;
- A raised platform with microphones connected to a public speaker system;
- One table (2m x 1m) to display the cups and/or trophies and the medals;
- Rope and poles to cordon off the photographers' area;
- The official backdrop with the FIVB Beach Volleyball Title, logo and Tournament Title and its supporting structure;
- The form designating the dignitaries;
- Possibly one orchestra (or fanfare/music) plus appropriate musical recordings;
- Walkie-talkie with earphone for the key staff members such as the Master of Ceremonies, Assistant Master of Ceremonies, Technical Supervisor and the Court Manager to facilitate coordination of the awarding ceremony schedule.

The FIVB President or his representative designates the officials or guests who will present the awards prior to the start of the semi-final matches. He may ask, if he wishes, governmental or other personalities to accompany him in awarding the prizes.

B. The Personnel

The following personnel are needed:

- One experienced Master of Ceremonies with perfect command of English and the language of the host country;
- An announcer able to speak English and the host country language;
- Three name board carriers;
- Minimum four hostesses (ideally 6) trained to carry and present the cups and/or trophies and the cushions or trays holding the medals;
- Honorary platoon to maneuver the flags;
- One professionally trained chief of protocol to guide and coordinate the various dignitaries in their movements during the ceremony, as well as an assistant chief of protocol to be in charge of the medal bearers;
- The Court Manager and at least 8 additional staff assisting him/her to quickly remove the sport equipment such as the net poles, padding, net camera, referee chair, etc. and set up the carpets, podium, backdrop, table, etc.;
- Security staff responsible for ensuring that photographers and authorized hand held TV cameramen (if any) stay within their restricted area;
- One person for each team (3 in total) responsible for directing the 3 winning teams to the holding and for providing them with the new tops to be worn during the ceremony;
- The mascot;
- The dancers to entertain the spectators while the court manager and his assistant are setting up all materials.

Note:
Officials, Staff and volunteers may be allowed to line up around the competition area.

C. The Rehearsal

The relevant personnel must perform a full rehearsal the day preceding the awarding ceremony. All personnel listed above should be involved, as well as the FIVB Technical Supervisor, FIVB TV Coordinator and the director designated by the Host TV Broadcaster. Reserve personnel for each function must also be trained as back up staff in case of any last minute contingencies. Organizers should inform the teams concerned

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about their role the day before the finals and arrange rehearsals with the relevant personnel to ensure that the ceremony is run according to the previously prepared schedule. Participation at the awarding ceremony is compulsory and sanctions will be given by the FIVB to teams arriving late or leaving the host city without authorization in writing from the FIVB.
All options for the anthems must be prepared in advance (lasting between 1 minute and 1 minute 30 seconds) and the hoisting of the flags must be rehearsed at least one day before the awarding ceremony.

D. The Ceremony

The awarding ceremony takes place in the stadium immediately after the last whistle of the final match.

1. Before the Final Match(es):

- PR Director checks that all the necessary materials are ready;
- Court Manager ensures that the necessary personnel are ready to dismantle the equipment and put the various elements of the awarding ceremony in place;
- Assistant to the PR Director checks the flags, awards, cups, trophies, cushions, etc. with the hostesses;
- FIVB Technical Supervisor checks the availability of clean tank tops/tops for the athletes of the three teams;
- Court Manager checks that the masts (or mobile hangers) are in the right position and work properly;
- PR Director verifies with the FIVB President (or with the FIVB Technical Supervisor if the President is not attending the event) the list of the dignitaries invited to present the awards and verifies their respective tasks. He then ensures that the announcer receives this list.

The FIVB President or the FIVB Technical Supervisor, in agreement with the National Federation Delegate and the Tournament Director, designates the officials or guests responsible for presenting the awards (BVB/32 form). Priority must be given to the FIVB President, Governmental authorities, hosting city representatives, sponsors, etc. The FIVB President may ask governmental authorities or other personalities to accompany him to award the prizes.

Immediately after the Gold Medal Match whistle is blown and the athletes leave the playing area, the announcer informs the audience through the sound system that the awarding ceremony is about to take place and asks spectators to remain in their seats.
The technical area staff (composed of the Court Manager and his assistants) implement the following actions:

- Dismantle and remove poles, net, referee's chair and umbrellas in the time-out areas;
- Open a passage, if necessary, by spreading out (without removing) some advertising panels;
- Position the red carpets and the three podiums as per the layout plan, facing the VIP tribune as follows: podium No.1 in the middle, podium No.2 to its left, podium No.3 to its right;
- Position the table on which medals, trophies, and individuals awards are displayed;
- Set up the 3 poles if not already in place;
- Arrange ropes to define the area reserved for photographers;
- Install and equip the area reserved for orchestra or fanfare, if any;
- Lower the ropes of the masts in order to properly fix the flags (or lower the mobile hangers to a reachable height).
- The security staff members take their position in the photographers' restricted area. The photographers are then allowed to take their places;
- The photographers take their position;
- An honorary platoon (or members of the organizing committee) makes its entrance and fixes the flags of the first three countries at the foot of the three masts as follows: (a) flag of the first placed team in the center (highest mast), (b) flag of the second placed team to the right of the winners' podium, (c) flag of the third placed team to the left of the winners' podium;
- The hostesses in uniform make their entrance and take their previously designated position near the awards table. They then wait to hand the awards to the dignitary assigned to present them;

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- The name board carriers of the winning teams assemble at the entrance, out of public view;
- The athletes of the 3 winning teams march in and line up behind the name board carrier of their country according to the order of their respective podium positions, in an area with direct access to the court;
- The dignitaries march in and stop on the red carpet to the side of the podium.

The athletes must wear clean tank tops/tops and no accessories or uniform items other than those authorized for the competition must be worn, with the exception of the athlete's own country flag.

2. Start of the Official Ceremony

The Master of Ceremonies checks that all personnel, athletes, dignitaries, etc. and the materials are all in place.

If everything is ready he/she authorizes the start of the ceremony. Throughout the whole presentation, the chief of protocol remains on the red carpet with the other VIPs so that he can verify that the right people are performing their duties. The assistant chief of protocol standing near the awards table is responsible for checking that the hostesses take the right cups/trophies, medals and awards, and proceed to their places in time without delaying the ceremony.

End of Final Match Announcement:

"Ladies and Gentlemen,

Please remain in your seats; we will shortly begin the Awards and Closing Ceremony for the FIVB Beach Volleyball Under17/Under 19/Under 21/Under 23 World Championships + Year".

Teams return to locker rooms for changing uniforms.

On court staff to set up the Closing Ceremony court layout.

Entrance of the entertainment group and photographers with the guidance of the photo marshall.

Positioning and short briefing of the Authorities that will take part in the ceremony.

START OF THE OFFICIAL CEREMONY

Short Fanfare (CD) (15 sec.) or FIVB official anthem start to be played.

The official speaker announces the start of the ceremony in the language of the host country and in English:

- Closing and awards ceremonies of the FIVB Beach Volleyball Under 17/Under 19/Under 21/Under 23 World Championships + Year organized by the Name of the promoter's company and hosting NF.

The FIVB President or his/her representative or the guest of honor, the President of the Organizing Committee and any other VIPs appear, led by the chief of protocol, and line up on the red carpet (including all VIPs presenting an award, also for individual prizes).

March music CD to be played

The country name board carrier, flag bearer and athletes (headed by the captain) of each of the first three teams (no officials, no coaches) make their entrance and take position behind their respective podiums.

The official speaker makes the following announcements in the language of the host country, then in English

FIVB Beach Volleyball Under 17/Under 19/Under 21/Under 23 World Championships + Year (Tournament Title_____) Third place and bronze medal winner is: _____.

3rd place team step onto the podium.

The Silver plate (or cups or trophies) and the medals will be presented by _____, accompanied by _____.

While the official speaker makes the presentations, the hostesses bearing the Silver plate and bronze medals approaches the designated person and accompanies him to the front left side of podium 3 (team captain). The designated person presents the team captain with the Silver Plate, following which he returns

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to his initial position, accompanied by the hostess and the VIP, if any.

The dignitary accompanying the President may then give any eventual other prize.
Once the distribution of the third place medals is finished, the VIPs and hostesses return to their original positions.

The official speaker announces:
- FIVB Beach Volleyball Under 17/Under 19/Under 21/Under 23 World Championships + Year silver medal winner is: _____.
- 2nd place team step onto the podium.
- The Silver plate (or cups or trophies) and the medals will be presented by: _____, accompanied by _____.

While the official speaker makes the presentations, the hostesses bearing the silver plates (or cups) and silver medals approaches the designated person and accompanies him to the front left side of podium 2. The designated person presents the team captain with the Silver Plate, following which he returns to his initial position, accompanied by the hostess and the VIP, if any.
The dignitary accompanying the President may then give any eventual other prize.
Once the distribution of the second place medals is finished, the VIPs and hostesses return to their original positions.

The official speaker announces:
- Awards and Closing Ceremony for the FIVB Beach Volleyball Under 17/Under 19/Under 21/Under 23 World Championships in _____.
- FIVB Under 17/Under 19/Under 21/Under 23 World Championships + Year Champion and Gold medal: _____.
- 1st place team step onto the podium.

The FIVB Under 17/Under 19/Under 21/Under 23 World Championships + Year Champion – (Tournament Title_____) Trophy and medals, will be presented by the FIVB President Graça, (whenever attending an event) accompanied by _____.
- The winner's cup and the medals will be presented by the FIVB President Graça:_____, accompanied by Messrs.' _____ (names and titles).

While the official speaker makes the presentations, the hostesses bearing the cups and gold medals approach FIVB President Graça and accompanies him to the front left side of podium 1, accompanied by another VIP (if any), who takes up position on his right. FIVB President Graça presents the athletes with the 2 cups and gold medals, following which he returns to his initial position.
The dignitary accompanying the President may then give any eventual other prize.
Once the distribution of the first place medals is finished, the VIPs and hostesses return to their original positions.

Throughout the whole presentation, the chief of protocol remains standing on the red carpet with the other VIPs, so he can verify that the right people are performing their duties. The assistant chief of protocol standing near the awards table is responsible for checking that the hostesses take the right cups/trophies, medals and awards, and return to their places in time without delaying the ceremony.
Award Ceremony of the best individual athlete:
Short Fanfare (CD).

The speaker announces:
Award ceremony of the Best Player.
Best athlete: Name_____, from_____.
The Award will be presented by_____.

The person designated comes with the hostess bearing the award and presents the prize to the athlete.
The official speaker continues:
The person designated comes with the hostess bearing the award and presents the prize to the athlete.

The official speaker continues:
Fastest Server: _____ from _____.
The Award will be presented by _____.

After the award of the fastest server a short session of pictures takes place firstly with athletes and dignitaries, followed by athletes only. After a few moments when the dignitaries have left the court all athletes may open the bottle of champagne and still remain on the podium for some pictures. Then they can step down from the podium and eventually make a complete tour of the court.
The chief of protocol will invite the dignitaries to make pictures standing in front of the podium. After 20/30 seconds the dignitaries are invited to leave the area.

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The official speaker asks the spectators to stand up for the anthem of the winning team:

Ladies and Gentlemen, please rise for the playing of the National Anthem of _____.

The national anthem of the winning team is played, while the flags of the first three teams are hoisted to the top of the poles. The flag of the winner must be hoisted higher than the two other flags. The athletes must remove their caps and face the flags during the anthem.

- Playing of the Champions' National Anthem.
- Hoisting of the 3 flags.
- After the playing of the Anthem the athletes salute the public.

"This concludes the award and closing ceremony of the FIVB Beach Volleyball Under 17/Under 19/Under 21/Under 23 World Championships +Year"

Only at this moment the photographers are allowed to operate freely.

The athletes are then allowed to walk freely around the court to greet the public, before leaving the area at their leisure.

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4. MARKETING GUIDELINES

The purpose of this chapter is to provide the regulations and guidelines related to the marketing of FIVB Beach Volleyball Age Group World Championships, with the aim of coordinating actions between all parties involved.

There are a number of areas where FIVB has invested to improve the look, feel and overall positioning of FIVB events. By referring to each of the relevant topic areas below, organizers should have a better understanding about the various activities involved in a strong FIVB event marketing program and additional clarity about roles and responsibilities of the organizer versus the FIVB.

4.1 FIVB RIGHTS

The FIVB has the following rights:

- 100% rights to govern, manage and communicate all forms of Beach Volleyball events all over the world under the event's opportunities and under new event's concept also;
- 100% right to enter into an agreement with international sponsors;
- Exploitation of the FIVB marks (i.e. FIVB logo, the World Championships);
- Sales of sponsorship / suppliers packages in certain reserved exclusive product categories in accordance with the terms of the FIVB/ NF-Promoter's Agreement;
- 100% rights concerning the exploitation of its website;
- 100% of the event's sanctioning fees;
- 100% revenues related to licensee of its marks;
- International TV and internet rights fee;
- Exploitation of official merchandising programs product implemented in cooperation with or without its sponsors and/ or partners/suppliers.

All rights and opportunities not expressly granted to the NF-Promoter's Agreement and the Handbook are hereby reserved to the FIVB. The FIVB shall be entitled to keep all consideration paid in respect to the exploitation of any of such reserved rights.

4.2 PROMOTER RIGHTS

Subject to the terms of the FIVB/NF-Promoter's Agreement and the Handbook, the FIVB hereby grants the Promoter and/or a National Volleyball Federation the following non-transferable rights with respect to the event:

- The non exclusive right to stage the EVENT in the TERRITORY;
- The right to associate a non-conflicting presenting SPONSOR with the FIVB reserved categories to the local title of the event (including the presenting sponsor), year and city (e.g. local title: FIVB Coca-Cola Under 19 World Championships presented by Nokia);
- To have an exclusive date in the calendar for the Age Group World Championships;
- To have among the best teams in the world participate in the events in accordance with the terms of the FIVB–NF- Athlete Agreement;
- To exploit the commercialization rights as per this chapter;
- The exclusive right to sell admission tickets to the event and to keep any consideration paid therefore (100% of ticketing VIP, hospitality package and general grand stand). The price of the tickets shall be established considering the demand and offer of the potential interested audience aiming to grant a sufficient number of spectators every day of the event;
- To use the tournament title Sponsor as well as the presenting Sponsor of the tournament;
- To benefit from the international sponsors programs in terms of materials, services, promotion, etc;
- To have the exclusive right to appoint Promoter's Sponsors in accordance with the the latest version of the Beach Volleyball handbook and the right to retain all consideration paid in respect of such appointment;
- To have the exclusive right to sell on site the merchandise products but not in association with the FIVB marks and to retain a percentage of income therefore on terms to be agreed with the commercial affiliate in question;
- To retain 100% of all private and governmental contributions and subsidies available;
- To use the marks in the promotion of the event upon obtaining previous approval of the FIVB.
- To obtain 100% of the TV first party rights sales of the tournament (only within the country), either live or delayed, over the air terrestrial television
- To have the possibility to sell at the venue merchandise products produced by the

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FIVB sponsors and/or partners/suppliers, upon obtaining their written agreement/license.
- To have the exclusive right to sell official event programs on-site during the event and to keep any consideration paid thereafter;

All rights and opportunities not expressly granted to the promoter are hereby reserved to the FIVB. The FIVB shall be entitled to keep all consideration paid in respect to the exploitation of any such reserved rights.
Materials must be stored in a safe place and must be re-used in the future unless they are deteriorated or lost or stolen. This must be duly proven by the promoters concerned.
Panels, flags, Swatch scoreboards, etc. shall be set-up in order to be always visible to the TV cameras, photographers and on-site spectators.
The master plan and marketing checklist must be used as required in order to smoothly prepare the event.

4.3 CONTRACTUAL OBLIGATIONS

Each National Federation, and/or promoter willing to promote an Age Group World Championships event are required to sign the following binding agreements with the FIVB:

- FIVB/NF-Promoter's Agreement, which provides the legal framework of the rights and obligations of the parties involved in the promotion, organization and marketing of the above events. The marketing obligations of the FIVB and the promoter's partners are detailed in one of the appendices of the above agreement. A list of items, indicating the entities responsible for the proper production, shipment, controlling process, budget, etc. is also indicated.
- To use a common visual identity for all marketing items enlisted in Appendix B, in the agreement, marketing kit and in this chapter;
- At least 6 months before an event each promoter shall appoint a person (or an agency) responsible to implement strictly the marketing guidelines. Such a person must speak fluently English and constantly liaise with the FIVB. Please note that a Host TV Broadcaster is not obligatory for the FIVB Age Group World Championships.

In order to properly implement the terms of the agreements and to best assist the promoters in fulfilling all marketing regulations, the FIVB has developed and already put into practice the following tools:

The 2014 FIVB Beach Volleyball Age Group World Championships Handbook (as part of the FIVB/NF Promoter's Agreement including all details). The Handbook also contains regulations and requirements, which must be strictly respected by the organizers.

There is a branding kit for Age Group World Championships. When accessed, each organizer is able to download the FIVB Branding Kit to use and refer to the guidelines offline (the codes were sent by email). The FIVB encourages organizers to share the FIVB Branding Kit with all partners and third parties that might be involved with the design, creation, production and/or monitoring and evaluation of any physical visual materials for the event (e.g., graphic designers, media relations, clothing producers, sponsors, etc.). When organizers enter the FIVB Age Group Branding Kit, they will have access to a variety of items related to the FIVB brand and FIVB event marks. Each and every page within the FIVB Branding Kit is designed to help support your promotional and editorial initiatives.

Promoters can download the items from the branding kit and customize them for their event. All items must be sent to the FIVB for approval and may only be produced once FIVB approval has been received.Items in the branding kit that are recommended, (rather than mandatory) are indicated in the marketing checklist with an asterisk (*).

A. Master Plan & Marketing Checklist

The verification and monitoring of major contractual obligations between the parties in the NF-Promoter Agreement are guided by two checklists which are constantly updated by the

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FIVB Beach Volleyball Department (beach@fivb.org).
One checklist is featuring the status of the Global Master Plan concerning the payments of the license fee, Appendix E, approval of the sand, inspection visits, reports, previous season final report (WT/35), etc., while the second checklist, the Marketing Checklist, focuses on a number of marketing items (including the media plan). Both checklists are available via a dedicated web site. The web site address, username and password have been communicated to all FIVB event organizers concerned.
It is critical to respect the deadlines featured in the FIVB-NF/Promoter agreement and in this Handbook. The deadlines are the latest date to send the information to the FIVB and it is strongly recommended to anticipate as much as possible the process in order to implement an efficient promotion, coordinate actions among all involved parties and fulfill the obligations in the agreement.

B. Approval process of all marketing material:

The Organizer has to send to the FIVB for approval the following items:

- Visual/Poster with sponsor and tournament title(-10 weeks);
- Official Programme cover (-8 weeks)
- FIVB Sponsor's advertising pages & page positions (-8 weeks)
- Event flyer (-8 weeks)
- Event Flag (-8 weeks)
- Giveaways (-8 weeks)
- Scoreboards, local sponsor publicity layout (-8 weeks);
- Please refer to checklist for all other items.

Within seven (7) working days from the reception of the items, the FIVB will send all comments and/or approvals back to the promoters. Any time that modifications are requested, the updated item shall be sent back to the FIVB by the promoter within three (3) working days from the day that the request was made. Promoters may be sanctioned should the above deadlines not be respected.
Once the FIVB has approved one item, new sponsors can be added only in case of major modification in the tournament title (Title and/ or presenting sponsor) is not implemented. The FIVB may not accept a last minute intention of the promoter to add a new sponsor in the area dedicated to the local promoters' sponsors.

Furthermore, any materials displaying any sponsor brandings produced without prior written approval from the FIVB and not in accordance with FIVB regulations may lead to damages sought by the FIVB, or downgrade the category of the event or ultimately to the breach of the FIVB/NF-Promoter agreement. The non compliance of the FIVB marketing regulations concerning minor aspects of the marketing regulations or/and delays in respecting the above deadlines may be sanctioned.

Of course, the NF/Promoter doesn't need to wait until the deadline to send in the requested information. The earlier he does it, the smoother will be the implementation. But the NF/Promoter should be aware that any infringement to this deadline will be sanctioned.

The FIVB Technical Supervisor will conduct the final check of all marketing items once on-site. It is also mandatory that all promoters properly store and conserve all materials to be used in the following years as well as identify common manufacturers and agencies in order to optimize production costs.

For the visuals and guidelines please refer to the 2014 branding kit:

http://bvwchs.fivb-downloads.org/

login: fivb

password: worldchampionships

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C. Marketing Checklist Example

Below you will find part of a marketing checklist. This tool allows for a quick overview of deadlines ahead. The column deadline gives you the amount of time prior to the event that the Organizer has to send to the FIVB an item for approval. The FIVB then plugs in the information of when it was received as well as when it was approved. In the column layout, there will be a link to the approved document/ item for quick review by both the Organizer as well as the FIVB.

Item	**Deadline**	**Date of reception at FIVB**	**Date of approval at FIVB**	**Comments**	**Item Layout**
List of local sponsors and product categories to send to FIVB	-4 months				
Media plan (incl. list of anticipated side events, give-aways; other promotional activities)	-4 months				
PROMOTIONAL					
Visual/Poster with all sponsors/tournament title	-10 weeks				
Official Programme cover	-8 weeks				
FIVB Sponsors' advertising pages & page positions	-8 weeks				
Event Flyer (cover & back)	-8 weeks				
Event flag	-8 weeks				

Links:

Myslowice: http://www.fivb.org/EN/BeachVolleyball/Competitions/U23/2014/Checklist.asp

Acapulco: http://www.fivb.org/EN/BeachVolleyball/Competitions/U17/2014/Checklist.asp

Larnaka: http://www.fivb.org/EN/BeachVolleyball/Competitions/U21/2014/Checklist.asp

Porto: http://www.fivb.org/EN/BeachVolleyball/Competitions/U19/2014/Checklist.asp

4.4 COMMERCIAL MARKETING RIGHTS

When FIVB event organizers enter into an agreement with the FIVB, a portion of the FIVB Commercial Inventory is granted by the FIVB to the event organizer for use and/or sale to local sponsors. The elements (all or a portion thereof) are clearly outlined in each individual NF/Promoter Agreement.

For more information on what is included in the FIVB Commercial Inventory, please refer to Appendix B of the FIVB-NF/Promoter agreement.

A. Definition of Sponsor Categories

Depending on the strategy and preferences of your potential sponsor / supplier / partner, the event organizer may be requested to grant "category exclusivity" as part of the local sponsor agreement. Basically, this means that if one company agrees to sponsor an FIVB event, then that sponsor may not want their competitors to be associated with the event in any way. It is for this reason, that the FIVB has clearly defined "Sponsor Categories" as part of the NF/Promoter Agreement.
Exclusive FIVB Sponsor Categories – The following categories are reserved exclusively for the FIVB and any FIVB sponsors / suppliers / partners:

- Beach volleyball balls;
- Betting and gambling services;
- Beach volleyball nets on centre court, antennae, posts, post pads, poles bases, court lines and referee chairs;
- Sports uniforms and apparel;
- Cars and motor vehicles;
- Courier and logistics services;
- Personal care products;
- Time keeping products and services; and
- Game-related technology innovations (e.g. challenge system, statistics, LED panels, etc.).

1. Mikasa (Official Ball Supplier) – Mikasa is the exclusive official ball supplier of all FIVB properties for the 2013-2016 seasons. The Mikasa VLS 300 ball is the designated official ball for all Beach Volleyball World Tour events as well as for The FIVB Beach Volleyball Age Group World Championships.
As the FIVB Official Ball Supplier, Mikasa supplies each event organizer with the balls the FIVB Beach Volleyball event as follows:

- 80 balls for each FIVB Age Group World Championships;

Exclusivity is granted to Mikasa at all FIVB events for beach volleyball balls. This means that no other ball can be used or advertised during or in association with the FIVB Beach Volleyball event.

2. Jinling (Official Net System Supplier)
Jinling is the official net system supplier in certain quantities for certain FIVB properties until 2016 season. Jinling is a non-exclusive supplier and only provides nets for Centre Courts.

B. Promoters' Product Categories

During the term of the FIVB-NF/Promoter Agreement, the FIVB releases all remaining product categories to its promoters, maintaining the exclusive rights concerning the FIVB sponsors' reserved categories. The FIVB may release some of its unused product categories. Should the FIVB find a sponsor outside its reserved categories a buy-out policy may be discussed with each promoter. The FIVB should receive an' offer from the Promoter in order to be able to match the fee and eventual Value in Kind included in the offer presented by the Promoter. Promoters are NOT permitted to enter into an agreement with a sponsor included in the list of FIVB reserved categories

during the term of the FIVB-NF/Promoter Agreement unless otherwise authorized in writing by the FIVB.

As part of the controlling process, the FIVB is entitled to receive from all Promoters a list of all local sponsors, including their respective names and product categories, at least eight (8) weeks prior to each event.

1. What is an Event Mark?
Event marks represent the intellectual property of the FIVB associated with the FIVB brand that are protected by international copyright, intellectual property and trademark laws (e.g.,

symbols, event naming, event logos, event visuals and images, designs, trademarks, venue and host city dressing affiliated with the FIVB and/or FIVB sponsors / suppliers / partners, etc.). As part of the redesign of the FIVB brand, the FIVB created a series of guidelines to help event organizers, media, sponsors / suppliers / partners, etc. understand how to appropriately position the FIVB brand and implement the various FIVB brand elements.
Example of a FIVB Beach Volleyball event mark for the FIVB Beach Volleyball Age Group World Championships:

2. Event Logos
The event logo is the official emblem / symbol of the FIVB event as developed by the FIVB that should be used on all visual representations of the event (e.g., print, online, video / television).
In order to maximize the consistency of the look and feel between events, one event logo has been created per property and per event by the FIVB and may not be altered or customized by the event organizer. As such, event promoters are not at liberty to create additional visuals / symbols / logos for their individual event.

The event organizer (and/or any authorized third parties) may:
- Implement the event logo in English only;
- Use the logos without permission if it is implemented as part of the marketing, venue dressing or promotional material outlined in the FIVB Branding Kit;
- Use the event logo for editorial content purposes (i.e., unpaid / non-commercial) about the event;

The event organizer (and/or any authorized third parties) may not:
- Translate any portion of the event logo into the local language(s);
- Use custom logos for their individual event
- Alter the customized logo in any way

3. Event Name / Event Designation – The event name / event designation is the official title of the FIVB event property, typically defined by the FIVB. The event name shall be used by all stakeholders consistently in the following manner:
FIVB_Discipline_EventPropertyName_Year
Example – FIVB Beach Volleyball under 17 World Championship 2014™
The event organizer (and/or any authorized third parties) may:
- Use this official event name in all public statements and communications in order to ensure consistency across all host cities and countries;
- Use this official event name in all promotional and marketing events, activities and material, for both commercial and non-commercial purposes;
- Translate the name of the event into the local languages upon prior written approval from the FIVB;

4. Use of FIVB Event Marks
Given that the event marks (i.e., symbols, event naming, event logos, event visuals and images, designs, trademarks, venue and host city dressing affiliated with the FIVB and/or FIVB sponsors / suppliers / partners, etc.) are the intellectual property of the FIVB, the event organizer has to (as part of the NF/Promoter Agreement) request permission to use FIVB events marks in writing. This request also requires full submission and disclosure with accurate representation about how the marks are intended to be used (e.g., for what purpose? What will they look like? How many variations of the design exist? Does the design vary from the initial brand guidelines? Who is the designer preparing your material? Etc.). In addition, the organizer must submit final samples of any materials that bear or

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incorporate the FIVB event marks via email to the Beach Volleyball Department at beach@fivb.org.

5. Tournament Title and Presenting Sponsor

The FIVB grants the promoter the worldwide right to use the local presenting sponsor status for the FIVB Beach Volleyball Age Group World Championships in advertising, sales promotion, packaging, company literature as well as in all publicity activities in order to emphasize the exclusive rights held within the sponsor's product category. In order to publicize a local title sponsor or a presenting sponsor associated to an FIVB property, it is also mandatory to feature the FIVB Beach Volleyball Age Group World Championships titles/logos. This applies for all official programmes, posters, broadcast titles, tickets, advertising, press releases, back-drops, announcements, etc. associated to the event. The tournament title must always be reproduced in Latin characters. The FIVB may approve the display of the tournament title in the local language upon the request of the Promoter. To resume, the Promoter can only use the presenting sponsor.

6. FIVB Sponsors Logos

The FIVB has the right to use the official logo of all its Sponsors/Partners in connection with their official designation in all advertising, promotional and point of sale materials and packaging. The Sponsors must give their prior written approval in connection with the use of their marks. The promoter shall ensure that the marks will not be used in any manner contrary to public policy or in any way that unfavorably compromises or represents the good name, reputation and image of the FIVB, its Sponsors, or the event. The promoter also acknowledges that he or she will be held liable in the result of any unauthorized use of the marks that jeopardize the FIVB and FIVB's Sponsors rights. The rights granted to the promoter are limited in application to the products and do not extend to goods or services other than the products themselves. The promoter agrees to ensure that the marks or any other rights granted will not be used by any of the local Sponsors in such a manner that public confusion may arise between the products and/or services for which individuals or companies have been granted the right to use the marks and/or any other rights.

7. Promoter's Sponsors Logos

Each promoter must secure the approval of its own sponsors in order to correctly display their respective logos on all items listed in the commercialization rights. The promoter must request that all local Sponsors submit to the FIVB for prior written approval (such approval not to be unreasonably withheld or delayed), samples of all advertising, promotional or other display material to be used by any of the local sponsors in conjunction with the FIVB and the Age Group World Championships marks not less than sixty (60) days prior to the release of such material to the public.

8. Official FIVB Website

Each promoter will receive recognition on the official FIVB Beach Volleyball website, which contains a dedicated section for each FIVB Property. The promoter has to provide by the end of February 2014 all the necessary

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contents to be uploaded on their respective web pages.

C. Visual

Promoters are permitted to customize the official visual with, for example, images of local landscapes, iconic city landmarks, players, etc. While the use of the visual is mandatory, its copyright still belongs to the FIVB.
All items listed below regarding promotional materials, billboards, backdrops, accreditations, tickets, TV graphics (if any), etc. must be in line with the official visual, always maintaining the same look and feel.

D. On–Site Signage Exposure

The FIVB and the Promoter are entitled to share all on site opportunities. For its part, the FIVB's Title Sponsor is entitled to the maximum exposure.

1. Court and Stadium Sponsor Signage

Court and stadium signage refers to visual signage, either through static boards, rotating boards or digital video monitors, positioned around the court and within the venue, as defined within the NF/Promoter Agreement. There are a limited number of signage opportunities available, as this is included in the official FIVB Commercial Inventory. To maximize the use of the available signage exposure opportunities and even contribute to an enhanced look and feel of the game, the FIVB has created court layout diagrams to help organizers implement local sponsor signage. For all court and stadium panels, the following rights and obligations apply:

- Event organizers must adhere to the FIVB standards for panel sizes, system of panels and configurations. Any deviation from these standards requires written authorization from the FIVB, to be requested at least two (2) months before the start of the tournament;
- If and when local advertising laws prevent event organizers from building a second and/or third row of panels, at a minimum, all first-tier panel regulations must be strictly respected and the event organizers must inform the FIVB within due time regarding the above restrictions;
- The number and position of each of the panels reserved for the FIVB and its partners shall not deviate from the official FIVB Beach Volleyball static and rotating board configuration layouts and shall respect the FIVB / event organizer panel ratio. The FIVB may take into consideration other type of systems (i.e., electronic), wherein the same principles for the rotating panels will apply;
- All event organizers who hosted events in previous years will be required to use the panels provided in previous years again in 2014, unless they are inadequate for re-use. Should inadequacy be the case, a quote from the event organizer's manufacturer must be sent to the FIVB, with pictures proving the poor status of the material, at least two (2) months before the start of the event concerned for the approval. Once the quotation is approved, the panels can then be produced and an invoice related to the payment can be issued and addressed directly to the FIVB partners concerned. Costs should correspond to prices offered in a competitive marketplace. The FIVB and the FIVB sponsors / suppliers / partners shall remain the owners of the materials produced, which will then of course be reused again for following editions of the FIVB Beach Volleyball events. For all new event organizers, the scheme mentioned above will be implemented as well;
- Panels must be printed on heavy, waterproof material that will neither tear nor crease. The banners should not be transparent;
- Panels must be tightly secured against the railing and should not be affected by the wind;
- All event organizers are required to submit a stadium diagram indicating the court panel configurations (including all local and FIVB sponsors) to the FIVB, as well as, an illustration displaying the respective sponsor flags, inflatable displays, scoreboards placement, scorer's table and any other applicable sponsor elements at least two (2) months in advance of the respective event; and
- It is mandatory to use the FIVB brand elements (found in the FIVB Branding Kit) to create the official look and feel of the venue.

The promoter must also ensure that starting from not less than three (3) days prior to the beginning of the event and all through the event no advertising material or company names and logos other than those installed for FIVB and local sponsors, as specifically approved by the FIVB in writing, shall be made visible on site. Once a layout is approved by the FIVB, additional items can be displayed only upon receiving written authorization from the FIVB. The event organizer must also ensure that

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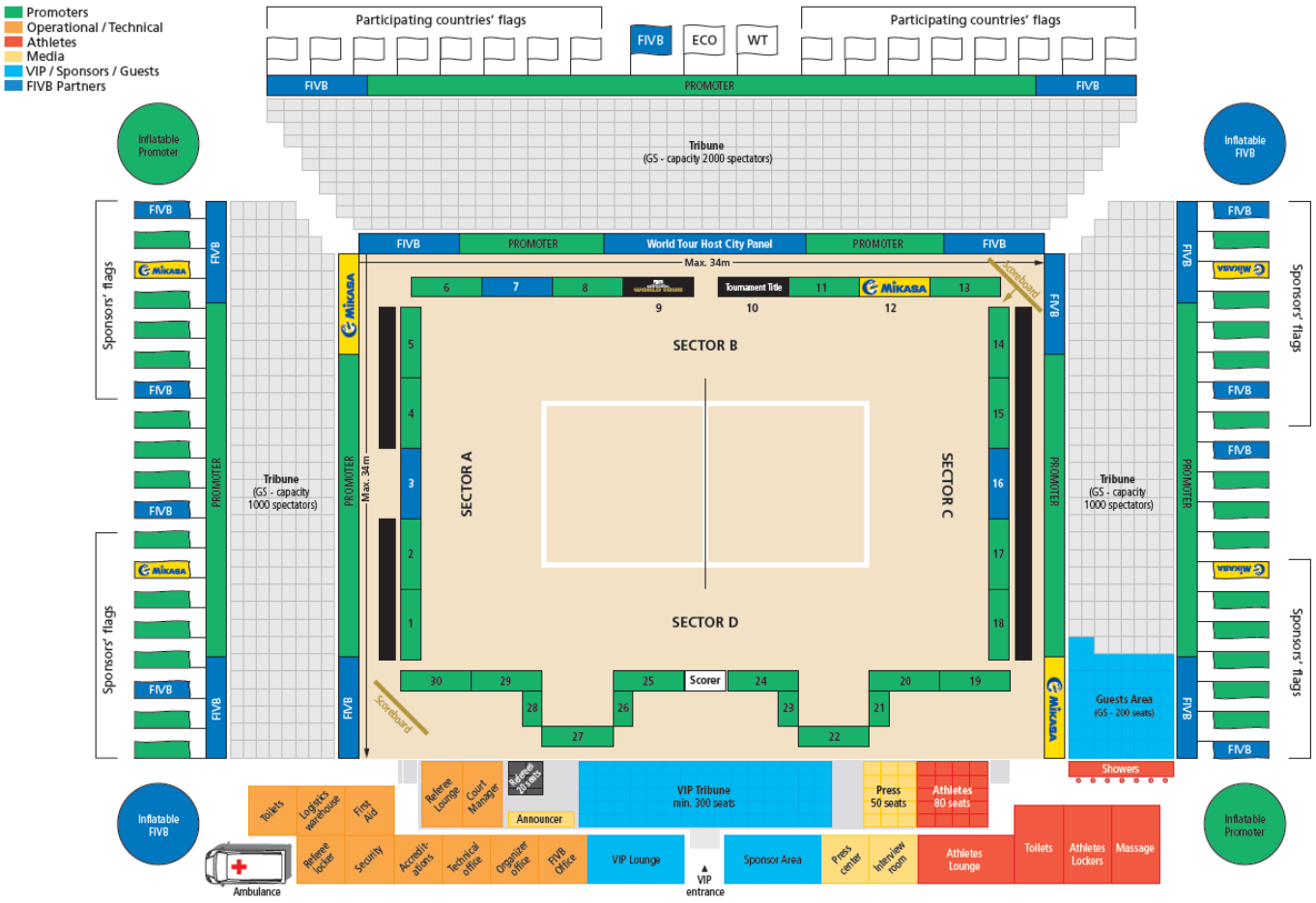
access to the site for FIVB officials is unrestricted at least five (5) days prior to the event. The content and placement of the panels must be as per the board configuration diagrams shown below.

FIVB BEACH VOLLEYBALL WORLD TOUR + FIVB Beach Volleyball World Tour 2014 + Grand Slam & Open Tournaments Center Court Setup + **Board Configuration (static)**



This board configuration above is based on the World Tour and can be used as a basis. Each year the FIVB may release its inventory as well as some categories via a circular email.

E. Implementation of First-Tier Panels

The following section highlights the specifications and details about panel designation around the center court at all venues. Advertising boards / panels are part of the FIVB Commercial Inventory and proper implementation is critical to maintaining strong relationships with all sponsors / suppliers / partners.

1. Location and Dimensions of First-Tier Panels – The first-tier panels must be located between 5m and 6m from the court lines. The following specifications for first-tier panels have been defined for all FIVB Beach Volleyball events:

- There may be a maximum of twenty-six (26) standard size panels (including six (6)
- FIVB partner panels) and four (4) non–standard-sized panels in the time out area surrounding the court. The standard size of the (26) panels is 3.5m long by 1m high;
- The space between panel # 24 and 25 must give enough room for the scorer's table and the space between panels # 9 and 10 can be of a maximum of 80cm in order to improve the visibility of these items.

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2. Allocation of First-Tier Panels and Exposure Time
The FIVB has reserved panel # 3, 7, 9, 10, 12 and 16 (each 3.5m long x 1m high) for its partners as follows:

- Mikasa: one (1) panel position # 12;
- FIVB supplier: one (1) panel position # 3;
- Posiiton 9 & 10 – Court Banner - Tournament logo (see branding kit);
- Mikasa will be visible for 10% of the total allocated time (if video or rotating panels);
- The local sponsors will have the remaining panels in the first row / on-court, including panel # 1, 2, 4, 5, 6, 8, 11, 13, 14, 15, 17 and 18 as well as panel # 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29 and 30;
- If an event organizer decides to use a rotating board system for first-tier panels (or another type panel system) for an FIVB Open event, prior written approval must be obtained from the FIVB on the proposed system, timing and layout;
- The FIVB is to be allocated 1/5 of the total exposure time for its sponsors, while the event organizer will be allocated 4/5 of the total time;
- For all FIVB events where first row rotating panels are recommended, the local presenting sponsor cannot surpass 12% of the total exposure time, while other local sponsors may not surpass 10% of the total time exposure time. FIVB will maintain panel # 9 and 10 as fixed panels solely for FIVB or FIVB partner use;
- Should the panels be used in one specific sector only, the FIVB exposure time will be proportionate to the number of panels in the normal static configuration (e.g., 50% in Sector B) and should always maintain the two (2) fixed panels in position # 9 and 10 for the FIVB.

3. Printed Banners – If no digital or rotating panels are available for implementation at the FIVB event, the FIVB will produce high-quality print banners with sizes and dimensions that correspond with the negotiated commercial rights with each sports / supplier / partner, unless banners were produced the previous year. Production of these printed banners will be at the cost of the event organizer. Below is an example of sample printed banner costs. Please note that these costs could vary region by region based on local market prices.

4. Reminders to Event Organizers

- It is mandatory for all event organizers to send all the above information to the FIVB Beach Volleyball Department for written approval at least eight (8) weeks in advance of the respective event;
- Event organizers are responsible for all costs related to the panel systems and banner production;
- It is very important that the first row of panels does not obstruct the visibility of the second row of banners;
- The use of metal barriers with PVC banners mounted on them is strongly discouraged for panels on the side or central courts (due to safety concerns for the players).

F. Implementation of Second-Tier Panels

The following section details panel locations and implementation requirements for panels located above first-tier panels and above the media zone for accredited photographers and TV camera(s), otherwise known as second row or second tier of panels.

1. Location and Dimensions of Second-Tier Panels – When determining the location of second-tier panels, the placement of the two (2) scoreboards (elevated from the sand by i) 10 cm when placed between the on-court advertising boards or ii) at least 1m), whenever panels are set up in the corners behind the first-tier panels. The goal is to always keep the sponsor panels free from obstruction when viewed from television camera position # 1 to 3. Second-tier panels are only available in Sectors A, B and C. No sponsor panels should be displayed in Sector D, as this area is usually reserved for the VIP tribune and service areas. The normal total length for panels in the second-tier is a maximum of 25m in Sectors A and C and a maximum of 34m in Sector B. The total length may slightly vary according to the stadium layout, but should not significantly deviate from these measurements. The FIVB and the event organizers will each receive approximately 50% of the allocated advertising space from second-tier panels.

2. Allocation of Second-Tier Panels and Exposure Time – Specifications for second-tier panel are defined as follows:

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- Mikasa has the right to:
    - one (1) 5m long x 1m high panel in Sector A furthest to the right when viewing from the court, above first-tier panel position # 5; and
    - one (1) 5m long x 1m high panel in Sector C furthest to the right when viewing from the court, above first-tier panel position # 18;

- FIVB partner has the right to:
    - one (1) 5m long x 1m high panel in Sector A furthest to the left when viewing from the court, above first-tier panel position # 1; and
    - one (1) 5m long x 1m high panel in Sector C furthest to the left when viewing from the court, above first-tier panel position # 14;

3. Allocation of Panels and Exposure Time side court

- Panels
    - Position 9 &10: Court Banner – Tournamement logo (refer to branding kit);

G. Implementation of Scoreboards

An FIVB-designated company (for 2014: Fun Addict) will provide two (2) electronic scoreboards for use on the main court at all FIVB Age Group World Championships until the gold medal match(es). It also comprises live socring as well as speedgun. Livescore is an application that can be used to show the score in live streaming. It is necessary to have a good internet connection setup beforehand.

1. Scoreboard Positioning – The two (2) scoreboards must be placed in opposite corners of the main court. These scoreboards must be placed on and elevated by a special platform at ground level near panel position # 1 and 30 and 13 and 14 respectively. The scoreboard can be placed between the panels indicated or adjacent to the bleachers, but should not overlap the court panels or obstruct their view under any circumstance. The two (2) scoreboards must be seen by the spectators and by the television cameras situated throughout the venue. The positioning of both scoreboards must be approved by the FIVB prior to the event.

2. Scoreboard Platform Specifications – The height of the platform for the scoreboards must be between a minimum of 50cm to a maximum of 1m from the sand. The platform itself must be dressed with a banner featuring the FIVB event title and the tournament title, as per the FIVB Branding Kit. No part of the structure's base material, whether wood, metal or otherwise, should be visible once the banner has been applied. The size and weight of each scoreboard is approximately of 4.2m x 1.9m.

3. Responsibilities of the FIVB, Organizer and FIVB-Designated Scoreboard Company – The FIVB, in conjunction with the FIVB-designated scoreboard company, is responsible for the shipping logistics, transportation and on-site operation and maintenance of the two (2) official scoreboards, with the assistance of two (2) scoreboard technicians.
The following roles and responsibilities must be respected by all parties listed below:
FIVB-designated Scoreboard Company is responsible for:

- Providing two (2) scoreboard technicians for each event;
- Providing two (2) scoreboards per event; and
- Paying the costs related to the travel, board and lodging (including breakfast) of the two (2) scoreboard technicians.

The FIVB is responsible for:

- Providing the FIVB-designated scoreboard company with the names of the FIVB athletes (including any new athletes who have not previously played in this event) in order to allow the company the opportunity to keep their database constantly updated; and
- Providing insurance and handling of all FIVB-designated scoreboard company materials to be used during the events, including set up, take down and packing of such branding material.

Event organizers are responsible for providing the FIVB-designated scoreboard company with:

- The basic feed cables for the two (2) scoreboards. Electrical power supply must be grounded;

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- Two (2) separate locations for the two (2) scoreboards (respecting all international security regulations) and the necessary fixing equipment such as a platform or other devices;
- Storage for the fixation of such a platform or other devices;
- A covered and secured storage room of approximately 6m2 for all equipment;
- An adequate location sheltered from inclement weather (with air-conditioning) and equipped with a table of 2m x 0.8m to install the equipment i.e. computers, video character generators, etc. and as well as basic feed, with optimum visibility for both technicians to follow the matches in the best possible conditions and thus ensure the correct posting of the information on the two (2) scoreboards and on TV;
- One (1) wired Internet DSL connection dedicated to the FIVB-designated scoreboard company for live scoring;
- Assistance with the booking of single-room accommodations for each of the two (2) technicians and one (1) FIVB-designated scoreboard company representative (as requested) in the "main draw" hotel; and
- Assistance with the set up and take down of the two (2) electronic scoreboards. A minimum of three (3) workers must therefore be provided by the organizer two (2) days before the beginning of each event to one (1) day after the end of the competition in order to ensure the appropriate on-site operations.

4. Visual Exposure as Part of the Scoreboard Content at all FIVB Beach Volleyball Events – FIVB partners, as well as, local sponsors/suppliers/partners have the opportunity for exposure through the content displayed on the scoreboards before, during and after FIVB Beach Volleyball events. Visual exposure opportunities (illustrated as one cycle that repeats throughout the event) include:

- 6 seconds: FIVB Beach Volleyball Event Title
- 6 seconds: FIVB Partner 1
- 4 seconds: FIVB
- 3 seconds: FIVB Jinling
- 3 seconds: Mikasa
- 3 seconds: www.fivb.org
- 4 seconds: Local sponsor mark or local tournament title
- 3 seconds: Second local sponsor mark or local tournament title
- 3 seconds: Third local sponsor mark or local tournament title
- 2 seconds: FIVB Beach Volleyball Event Title

Event organizers are required to send the FIVB-designated scoreboard company all relevant information regarding the tournament title and local sponsor branding in JPEG format at least one (1) month prior to the start of the event.

5. Implementation of Side Court Scoreboards

One (1) manual scoreboard is required per side court (i.e., not the main court), preferably facing the spectator viewing area. The scoreboards for all side courts must be produced by the event organizer and any costs / resources must be borne by the event organizer (e.g., maintenance costs and related personnel).

6. Manual Scoreboard Specifications – The manual scoreboard for all FIVB Beach Volleyball events should follow the FIVB Branding Guidelines and specifications noted in this section. There are two (2) different versions of the scoreboard available to event organizers, including a landscape version and a vertical version. Organizers can choose which scoreboard format would best suit the size and layout of the side court venue.

The manual scoreboards should be made from sturdy, well–designed material that can withstand wear-and-tear and inclement weather. Electronic scoreboards on the outside courts may be used, but only if previously

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authorized the FIVB. Exposure for the FIVB, the event, FIVB partners and local sponsors should follow the same exposure and branding guidelines highlighted for the electronic scoreboards on the main court. Similar to the scoreboards on the main court, electronic scoreboards on side courts should be covered in such a way as to guarantee the safety of players.
For all FIVB Age Group events with local presenting sponsors, the following elements should be included in the scoreboard display, as per the FIVB Branding Guidelines:

- FIVB Beach Volleyball event title;
- Tournament title presented by (local sponsor);
- FIVB partner marks;
- Local sponsor marks;
- Country names or flags of the two teams competing (readable from 25m– 30m away);
- Team names (readable from 25m– 30m away);
- Current set score (readable from 25m– 30m away);
- Sets won (readable from 25m– 30m away); and
- Color of uniforms to be associated with each of the teams.

H. Flags

The following section describes the flag requirements for FIVB Beach Volleyball event venues. This section should be used in conjunction with the layouts provided in *Section 4.7.F – Generic Court Layout.*
Specifications for Sponsor / Supplier / Partner Flags – As part of the FIVB Commercial Inventory (*Section 4.7.A*), the FIVB / FIVB partners require event organizers to implement a minimum 12-15 flags, in addition to the participating country flags. Event organizers should implement flags using the following specifications:

- The event organizer is responsible for providing poles for all flags and setting up flags around the venue following the *Generic Court Layout diagram* in *Section 4.7.F*;
- The event organizer must place one (1) FIVB, one (1) EcoFlag and one (1) FIVB Beach Volleyball event flag at center court in the middle of all of the flags located above the main bleachers in Sector B;
- Mikasa has the right to display four (4) flags around the stadium;
- FIVB Uniform supplier has the right to display two (2) flags around the stadium;
- All other FIVB partners are permitted three (3) flags each;
- The event organizer is responsible for placing country flags of all participating countries in and around the venue above the bleachers of Sector B in such a way that the country flags do not interfere with the required placement of FIVB sponsor / supplier / partner flags;
- The dimensions of all country flags should be as close as possible to the size of the FIVB and FIVB Beach Volleyball event flags (2m x 1.40 m);
- It is mandatory to place the flags at least 1.5m above the top row of bleachers;
- All FIVB partner / supplier flags should be placed around the stadium in visible and prominent locations, preferably in view of the main TV cameras;
- All flags mentioned in this section will be provided by the FIVB and/or FIVB partner, if the flags from the previous season are no longer usable;
- Event organizers are to use vertical flags (approximately 1m wide x 3.37m high) for the local sponsors in 2014, while the FIVB Beach Volleyball event flag should be a landscape format (2m x 1.40m);
- The event organizer is responsible for displaying all local sponsor flags; and
- All flags should be printed on fabric that will not easily tear.

In the event the FIVB or FIVB partners are not interested in using the flags as part of their commercial inventory exposure opportunities, the FIVB reserves the right to release the flags to the event organizer, so that the rights can be sold to local sponsors.

I. Inflatable Displays

A maximum of four (4) inflatable displays can be placed in the proximity of the main court, at the foot of the bleachers, in each of the four corners of the stadium. These inflatables should not obstruct the TV camera's line of

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vision or the spectator's view of the game. Inflatable displays should avoid inclusion of excessive noise features or movement to the point of distracting players. The displays must be sturdy, safe and well-secured, while also posing no danger or threat to spectators and/or athletes.

For the 2014 Beach Volleyball season, the following applies to the inflatable displays:

- The event organizer and local sponsors are entitled to two (2) inflatable displays, one in the corner of Sectors A and B and one in the corner of Sectors C and D;
- Event organizers are responsible for the production costs, the maintenance and the liability of their local sponsors' inflatable displays;
- Mikasa is entitled to exhibit one (1) inflatable display at select events, in the corner of Sectors A and D. For the 2014 season, the Mikasa inflatable will be a ball with a diameter of 5m.
- The FIVB may directly negotiate a better position with event organizers to provide Mikasa with maximum television exposure. Should the FIVB or the official ball supplier Mikasa not wish to use the inflatable display, the FIVB still maintains the right to use the space reserved for the Mikasa inflatable for other uses;
- If the stadium configuration does not allow for the Mikasa inflatable to be on the main court, a suitable solution must be found and the Mikasa display can be placed in an agreed position in the village area; and
- Mikasa is responsible for the production and shipment costs of their inflatables, while the event organizers must assist the FIVB in the set-up and tear-down of these items.

J. Official Nets, Side Net Logos and Net Systems

There are a number of items linked to FIVB official nets and net systems that create opportunities for exposure for the FIVB partners and local sponsors. These items are listed as part of the FIVB Commercial Inventory.

When referring to the "net system", items include the net bands that run along the full length of the net, both top and bottom, the net mesh, the net ends (or the attachments that connect the net to the poles), the poles, as well as, the protective padding around the poles.

The following shall apply for all nets on all courts at each FIVB Beach Volleyball event:

- The FIVB should have three (3) logos on both the upper and lower horizontal bands of the net (for a total of six (6) logos);
- The FIVB / FIVB Partner to bear all costs related to the production and shipment of one (1) new net for the Center Court (10 cm square mesh), while event organizers are responsible for all custom clearance costs, as well as, the cost of printing local sponsor logos on the upper and lower net bands;
- FIVB partners are entitled to four (4) logos of approximately 66cm x 18cm in size, placed on the upper net at-tachments of the nets on the main court (the same on all the side courts) and four (4) logos on the net at-tachments on all side courts;
- The event organizer is entitled to four (4) logos of approximately 66cm x 18cm in size, placed on the lower net attachments of the nets on the main court and four (4) logos on the lower net attachments on all side courts; and
- Any brand exposure on the padding around the poles is typically included in the exposure available with the referee chair (*Section 4.7.P*).

Note: It is important to collect and maintain branded FIVB and FIVB sponsor material after each event, as items – particularly net items – may be reused for future seasons and events.

K. Referee Chair

The referee chair, in the context of commercial rights, refers to the padding or dressing surrounding or attached to the referee chair on the main court and all side courts at an FIVB Beach Volleyball event. Every event organizer is encouraged to place the tournament logo on the referee chair padding, as per the FIVB Branding Guidelines. Event organizers own full rights to the referee chair, however, are limited to a maximum of two (2) logos on each side of the referee chair.

L. Beverage Coolers

Beverage coolers (i.e., the containers that hold drinks for athletes / officials) should be located in each athlete time out area, in front of panel #

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22 and 27 in Sector D. Beverage coolers are mandatory for all courts (main and side courts). The local sponsor has been granted full rights for brand exposure on the beverage coolers. Production costs and implementation are the full responsibility of the event organizer.

M. Umbrellas

The event organizer and local sponsors have the right to brand exposure on the umbrellas placed in the team time out areas (maximum of one (1) per athlete – for a maximum of two (2) per time out zone) in front of panel # 22 and 27. The umbrellas must remain closed during all rallies to avoid obstructing the visibility of the TV cameras and spectator view. Umbrellas at the scorers' table and over television camera crews should follow the same principles listed above.

N. Venue Signage Exposure and Composite Signage

Venue signage or composite signage refers to a number of items, including, but not limited to:

- Press conference backdrop and mixed zone backdrop;
- Awarding ceremony backdrop;
- Technical meeting backdrops;
- Athletes' shower backdrop;
- Court assignment billboard;
- Competition bracket / results billboard;
- FIVB partner billboards;
- Local sponsor billboards;
- Venue dressing (upon request);
- On site navigational signage (i.e., to identify the different areas of the venue);
- Street / airport banners;
- Prize money cheque: three (3) cheques will be given to the teams winning the gold, silver and bronze medals; and
- Stadium entrance.

Designs and layouts for many of the above-mentioned items are available as part of the FIVB Branding Guidelines. Additional items can be added, but must follow the guidelines and be proposed to the FIVB for comments and/or approval at least two (2) months in advance of the event. All items must contain the event logo or tournament logo.
Mixed zone backdrops, specifically, can be better exploited by positioning them close to the entrance of the main court. Mixed zone backdrops are most effective when mounted onto portable structures that can be easily moved around the venue / main court for quick post-match interviews and press conferences.
All event organizers are responsible for bearing the production cost of all the above materials.

O. Medals for the Awards Ceremony

FIVB medals for the Awards Ceremony are designed by the FIVB with the FIVB logo and the event title. The medals are produced by G.D.E. Bertoni in Italy at the cost of the FIVB. Orders for medals are placed by the FIVB and when ready shipped to each event organizer, at the cost of the FIVB, between 60 and 30 days prior to the event.
If you have inquiries about shipment and delivery of the medals, please contact Dr. Losa via email at info@gdebertoni.com.

P. Brand Exposure via Printed Material

1. Official Tournament Programme

The following specifications should guide the organizer creation and production of official tournament programmes:

- Event organizers must print at least 2,000 copies of the programme in size A4 / letter (minimum A5) with full-color front and back cover featuring the FIVB visuals provided in the FIVB Branding Kit;
- The programme must be printed in both English and the preferred local language(s);
- Event organizers are responsible for the production costs of the official tournament programmes that may be given away or sold to the public during the tournament;
- Event organizers can retain 100% of the revenue from programme sales;
- Event organizers may sell advertising within the programme and retain 100% of the revenues, provided the products and services advertised do not conflict with FIVB-reserved categories and do not depict any other sport other than volleyball or beach volleyball;
- The following parties are designated one full color page of advertising, free-of-charge, in all official event programmes, as well as, access to any additional advertising opportunities that may arise:

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- FIVB Partner 1: back cover or inside front cover, Anywhere internally in the programme
- Jinling: Anywhere internally in the program
- Mikasa: anywhere internally in the programme
- Local sponsors: anywhere internally in the programme

The FIVB reserves the right to add 1 full colour page of advertising for any FIVB partner added prior to the start of the event.

2. Official Tournament Billboard and Flyers

Production of the official tournament billboards and flyers, in accordance with the FIVB Branding Guidelines, is the responsibility of the event organizer. Each event organizer must display a sufficient number of posters and circulate flyers around the host city and its surroundings. Each billboard should be of a minimum of 50cm x 70cm (3500cm2), in full color and include the FIVB-approved visual, as per the FIVB Branding Kit. Larger formats are also highly recommended by the FIVB.

3. FIVB Press Releases

All FIVB partners have the right to display their logos on all FIVB press releases related to the respective FIVB Beach Volleyball event. Press releases from the FIVB should not be altered by event organizers.

4. Event Organiser Press Releases

The FIVB, as well as, the event organizers shall have the right to display sponsor / supplier / partner logos on all event-specific press releases. The letterhead template provided as part of the FIVB Branding Kit should be used for all event-related press releases and communications external of the organizing committee.

5. Print Advertisements for the Event

Advertising for the event through newspaper, magazine or other print mediums should support the overall promotional plan for the event. Any advertisements for the event (or using any of the FIVB brand elements or event marks) should be submitted to the FIVB for review and approval.

6. Accreditation Cards

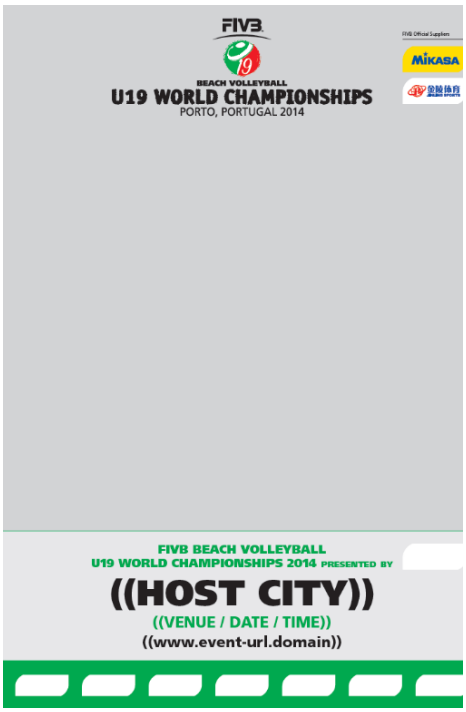
The FIVB has provided templates for the creation of accreditation cards. Event organizers are responsible for the production, as per the FIVB Branding Guidelines and management of accreditation overall. In addition to the proper application of FIVB branding guidelines, partner logos and local sponsor logos, it is strongly recommended to feature a picture of the accredited person on the card. In the case where an event organizer cannot implement such a picture on each card, a simplified version of the accreditation template has been made available in the FIVB Branding Kit.

7. Tickets

The event organizer should follow the specifications in the FIVB Branding Kit for the production of official FIVB event tickets.

8. Other Printed Materials

Any additional printed material produced by the event organizer and/or the local sponsor(s) must abide by the FIVB Branding Guidelines. Additional templates for stationary and other printed material related to the event are available in the FIVB Branding Kit.



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Q. Additional Local Sponsor Exposure/Activation

Section 4.7 – Commercial Marketing Rights describe the commercial marketing rights and any subsequent elements of the FIVB-defined commercial inventory owned by the FIVB. Outside of these inventory items, however, event organizers have a variety of other "inventory" items that could be sold to local sponsors. This section attempts to define and clarify some of the additional opportunities for additional local sponsor exposure, as well as some basic implementation guidelines for each item.

1. Commercial Displays

All local sponsors have the right to set up commercial displays, hospitality tents and fan zones, as desired, at all FIVB Beach Volleyball events. FIVB partners have the right to display one (1) tent in the promotional area at their own cost. The space allocated for each display is approximately 7m x 7m.

2. Point-of-Sale (P.O.S.) Displays

In 2014, Mikasa will set up a point-of-sale display at the following Age Group Events this year (Myslowice, Bahia de Banderas). The event organizer must provide Mikasa with allocated space at the venue for exclusive franchise, selling, demonstration and display of rights and facilities. Mikasa should be granted prominent space for their respective P.O.S. displays in proximity to center court within the venue perimeter. The exact placement of the FIVB partner P.O.S. display must be mutually agreed upon by the FIVB and the event organizers. Event organizers are required to provide the FIVB with a complete detailed venue layout at least eight (8) weeks before the start of the event, in order to allow Mikasa to select the location for their P.O.S. display.

Upon request, event organizers must do their utmost to provide the P.O.S. displays with a power source. The FIVB sponsors will supply all materials and instructions to set up and tear down their own P.O.S. display. Event organizers will be asked to assist by providing three (3) people free of charge for a minimum of four (4) hours for set up and an additional four (4) hours for take down. P.O.S. displays typically require a larger space than the commercial displays set up and operations and may require trucks / cranes / forklifts for loading and unloading of materials.

3. Sponsor Car Display

Should the event organizer wish to set up a car display inside the stadium (e.g., time out areas, bleachers, etc.), the FIVB requires a venue layout (to scale) inclusive of the display specifications, such as the vehicle, the back drop, the size and height of the platform, etc. for approval.

4. Development Activities for Beach

Volleyball Fans

All event organizers have to organize, in harmony and in coordination with the event program, one or multiple development activities for Beach Volleyball fans and the public at-large, associated with the FIVB event. Event organizers are encouraged to engage FIVB athletes. Such development events can create excellent opportunities to attract additional attention to the event, draw crowds, boost ticket sales and give back to the community.

5. Public Address Recognition

FIVB partners, as well as, all local sponsors are entitled to make public announcements regularly throughout the event, in between plays and during timeouts. In addition, event organizers are to air any official jingle developed by FIVB partners (if existing).

6. Local Press Conference

FIVB partners, as well as, all local sponsors are permitted to have a representative attend any local press conferences. Event organizers must ensure that these representatives are invited and catered to during the press conferences. These representatives should be given the opportunity to speak to the press, distribute brochures, respond to question, etc. regarding their association and activities with the event. The interview backdrops and other printed materials (e.g., letterhead, portfolios, etc.) must adhere to the FIVB Branding Guidelines. The items created for local press conferences must be sent to the FIVB at least eight (8) weeks in advance. An invitation to the local press conference must to be sent to all FIVB partners a minimum of two (2) weeks prior.

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7. Contests, Giveaways and Prizes

FIVB partners and local sponsors have the right and are encouraged to create contests, raffles and lotteries for spectators and the public-at-large. Prize and cash giveaways are permitted, but may not include products or services that fall within the FIVB restricted sponsor categories. Some general guidelines for contests and giveaways include:

- Event organizers may sell or distribute products within any of the FIVB sponsor categories, unless authorized in writing by the FIVB and FIVB partners;
- The FIVB reserves the right to refuse giveaway items that give prominence to a local sponsor over the FIVB partners;
- The FIVB and FIVB partners may also give away promotional items directly to spectators and/or VIPs and/or media representatives by coordinating directly with event organizers; and
- The event organizers may create giveaways for press and media representatives as part of the media kit, official program and other relevant materials.

Note: Please note that all giveaways, with and without FIVB brand and/or event marks, require FIVB approval.

8. Merchandising and Promotional Items

The FIVB encourages event organizers to produce and sell merchandise and promotional items associated with the FIVB event. Merchandising can create an opportunity for event organizers to generate additional revenue, while also promoting the event.

All merchandise and promotional items that claim some sort of affiliation with the FIVB event through FIVB brand elements or event marks, whether manufactured, distributed or sold, require the explicit written permission from the FIVB. Any items produced without prior written consent may be seized and destroyed at the discretion of the FIVB.

9. Mascots

The FIVB encourages all event organizers to create a mascot to reflect the national / local culture that can help contribute the overall look, feel and atmosphere of the event, including fan experience and entertainment. The mascot should entertain spectators, while simultaneously not interfering with the game. All mascot concepts and designs should be submitted to the FIVB via email at beach@fivb.org and should be previously authorized by the FIVB in cooperation with its Technical Supervisor and Referee Delegate on-site.

10. Player's Awards

Event organizers have the option of providing an award/trophy for each athlete from the three (3) top-ranked teams of each gender. The FIVB will produce medals for the teams ranked first, second and third at the Age Group World Championships and will also offer the Gold medal winners a wild card for any FIVB Open event of their choice.

The FIVB and the event organizers have the right to create and administer a player's award, such as the "Fair Play Trophy" award or "Best Player of the Tournament" award, for each event.

11. Official FIVB Website and World Ranking Title Association

All FIVB partners shall receive recognition on the official FIVB Beach Volleyball website in the dedicated section for each FIVB property. Furthermore, FIVB Partners, such as Mikasa and Jinling, are granted logo exposure on the official FIVB Beach Volleyball World Ranking, published regularly on the FIVB website.

12. Event Organisers' Websites

Prior to the first event in the FIVB Beach Volleyball calendar, organisers are encouraged to set up and maintain a website to promote the FIVB event. Event website templates have been created by the FIVB and are featured as part of the FIVB Branding Kit.

Event websites should include:

- All key information about the event;
- Pictures from past editions of the event;
- Media Section with accreditation form;
- Accommodation list / options;
- VIP packages;
- Complete calendar and overview of the FIVB Age Group event;
- Venue plan, maps and transportation links;
- Event programme, including side events, development events and entertainment;
- TV broadcasting schedule (if any);
- FIVB partner / local sponsor logos and website links; and

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- Relevant links to FIVB Homepage, FIVB Beach Volleyball Homepage, etc.

13. FIVB Fan Zones (On Site)
An FIVB fan zone (on-site) can be defined as a hub of fan activity on-site within or in immediate proximity to the event venue. This zone should be an area where fans can interact with players or engage in the sport (through interactive displays, knowledge, etc.). The concept of the fan zone can be expanded to include a leisure / relaxing area where fans, athletes, partners and the media can eat, drink and unwind.

R. Hospitality

The FIVB and event organizers have created a number of additional opportunities to attract and cater to a larger target market.
The FIVB, in collaboration with event organizers, have the option of creating VIP packages inclusive of several FIVB events.

1.VIP Packages
Event organisers must provide the FIVB partners with VIP accreditations (as specified below), granting access to all VIP stands at all FIVB Beach Volleyball Age Group World Championship events, as well as to any side/VIP events that might be organised by the event organisers free of charge.

Accreditation counts for FIVB partners include:
- Ten (10) daily VIP all-access accreditation passes (including parking) to all FIVB Age Group events;
- FIVB partners have the right to purchase additional tickets ahead of public sales.

Accreditation counts for the FIVB include:
- Up to ten (10) VIP all-access accreditation to each FIVB Age Group event;
- Twenty (20) seats in the general grand stand area.

Any requests for VIP all-access accreditations and First Class Tickets should be received at least four (4) weeks before the event concerned. Event organisers must also supply the FIVB up to 20 parking passes per event where applicable. FIVB officials assigned to the event will receive additional accreditation with access to the working areas related to their respective responsibilities. The FIVB President and spouse, the FIVB TV & Marketing Director, (if attending), as well as the FIVB Beach Volleyball Director shall also receive additional VIP all-access accreditation. In the case that these FIVB officials are not available or present at the event, the FIVB can ask for these VIP all-access accreditations to be attributed to other representatives of the FIVB.

S. Uniforms and Official Sports Apparel

This section provides specifications for uniforms and accessories including the color, style, quantity, fabric and permitted branding that should be respected by athletes and event organizers. This section also outlines the procedure for ordering and receiving apparel.

1. General Regulations for Uniforms and Apparel
The FIVB maintains a strong emphasis on the production of Beach Volleyball uniforms and accessories in order to better contribute to helping athletes to increase their performance, as well as ensuring an attractive and coherent look at all FIVB events and giving branding opportunities to the Promoters.
With this in mind, the FIVB has contracted ExoTerra a Portugese Manfucaturer that will supply the FIVB uniforms for the 2014 FIVB Beach Volleyball Age Group World Championships in line with FIVB requirements as outlined below.

Category	Age Group World Championships
Athlete Uniforms (tops only)	YES
FIVB Delegates	YES
Referees	YES
Line Judges/Scorers	YES
Court Personnel	YES
Organisation Staff	YES

2. Brand Placement – The following items must appear on the uniforms where applicable as per the layouts on pages 83-86:
- FIVB and event logo (where applicable)
- Promoter's sponsor(s) and tournament title (where applicable)
- Players' numbers (1 or 2) and country code.
- Promoters are responsible for printing local sponsors' logos, player's numbers and country code on all relevant uniforms and must cover this cost.

ExoTerra is responsible for printing the FIVB logo on the uniforms where required.

3. Uniform Sizes and Ordering – The FIVB shall provide the apparel sizes for the FIVB Delegates and referees (appointed by the FIVB) to the supplier. For the sizes and quantities of apparel for line judges and

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scorers, organisation staff and court personnel for the FIVB Beach Volleyball Age Group World Championships, event organisers should complete the apparel order form provided by the FIVB by the date specified. If the sizes and quantities are not received from the organisers by the established deadline, the FIVB will send materials with standard sizes and quantities. All order forms will be accompanied by a size chart to help the event organizers determine the apparel supplier sizing for accurate orders.
Before the start of the season, each event organiser will receive the following:

- Order forms for the collection of sizes of all uniform items for the uniform categories concerned;
- A size chart of ExoTerra's apparel offering.

For the FIVB Beach Volleyball events, where ExoTerra materials are not provided, organizers must respect the same or similar color choices as the supplier's materials in order to create a consistent look and feel for all FIVB Beach Volleyball events, while allowing the organizer to engage other suppliers for the uniform category (ies).

4. Line Judges, Scorers, Court Personnel and Organisation Staff

Apparel Guidelines – The following apparel guidelines apply for line judges, scorers, court personnel and organisation staff. Please refer to pages 83-86for more information on the layouts of the uniforms, sizes and positions.

- One (1) FIVB logo printed by ExoTerra;
- Two (2) local sponsor logos (maximum 300cm2) printed by the organizer on the uniform items concerned;
- One (1) tournament title can be printed (as per the FIVB Branding Guidelines) by the organiser on the sleeves of the court personnel and organisation staff uniforms;

Organisers may purchase additional quantities of the above uniform items for medical staff, security personnel, dancers and other staff.
The space for the FIVB partner logo on all above mentioned uniforms is reserved for the FIVB and may be released only upon request of the Promoter.

5. Additional Clothing for Inclement Weather

For organisers of events in countries with severe weather conditions and low temperatures, additional items may be available for purchase. One (1) FIVB must be printed on all polo shirts / T-shirts / rain jackets / over-clothes for the above mentioned individuals at the organiser's cost as per the layouts in the 2014 FIVB Beach Volleyball Handbook. Event organisers must be aware that whenever they recruit more volunteers than required for their events, they are then responsible for ordering additional material and for bearing all related costs.

6. Shipment Obligations – For the FIVB Beach Volleyball Age Group World Championships, The FIVB Apparel supplier is responsible for the shipment and safe delivery of all uniforms as outlined in the FIVB Beach Volleyball events Master Plan. All shipment costs will be borne by the FIVB, however the customs clearance and import taxes shall be borne by the organizer in full.
If additional uniform items are ordered through the FIVB apparel supplier following the price list provided by the FIVB, the shipment method and costs shall be communicated by the supplier to the organizer and agreed upon by both parties. The Promoter will be responsible for paying all associated costs including import taxes and customs charges.
The apparel supplier should deliver all materials (as per standard allotment) to each organizer at least four (4) weeks before the start of the event.

- A list of materials will always accompany the shipped boxes so it will be easy to check and implement a correct distribution before the start of the event.
- Promoters are required to print the brandings in accordance with the FIVB uniform regulations and to distribute them to all persons concerned in due time before the start of each event.

It is recommended that promoters do not print any local sponsors' names or logos and/or any advertising on the professional photographers' vest, with the exception of the FIVB logo.

7. FIVB Delegates

The apparel supplier will provide one set including the following materials for FIVB Delegates to all Age Group events (Technical Supervisors, Referee Delegates, Media

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Operations Delegates, Medical Delegates, Marketing Delegate, Assistant Referee Delegate, and Photographer):

	FIVB DELEGATES	REFEREES
Polo Shirt	4	4
Windbreaker	1	1
Sweat shirt	1	1
Cap	2	2
Shorts	2	2
Trousers	1	1
Back pack	1	N/A

The items must be worn by the above FIVB Delegates at the venue during the entire duration of the event and during any associated official competition activities. During the Preliminary Inquiry and Technical Meetings, the official Polo shirt is mandatory and must be worn with the supplier's pants. The apparel supplier will ship the materials in a dedicated box to the shipment address of the promoter of the first event of the season where the delegates will be assigned. For official dinners, cocktail engagements, press meetings/conferences and/or whenever requested by protocol, the FIVB Delegates must wear business/professional attire, i.e. shirt, tie and jacket.

The polo shirt, sweat shirt, windbreaker and cap must always feature the FIVB Partner's logo (if any) and the FIVB logo.
Referees (neutral and local) must always be in possession of their own non-branded uniform for the FIVB Beach Volleyball events to where they are assigned in case the suppliers' uniforms are not provided by the FIVB and/or the promoter for whatever reason. These personal uniforms, to be used in contingency situations only, include a minimum of two (2) white Polo shirts, one (1) pair of white shorts, one (1) white cap, one (1) pair of white tennis shoes and one (1) pair of sunglasses. In addition, if a neutral referee already possesses a FIVB supplier's uniform from another event, he/she will be required to bring this uniform with him/her to the event. Neutral referees must also wear their international Beach Volleyball Referee badge. Referee uniforms must not include any local sponsor advertising, except for the manufacturer's logos (max. 20cm sq.).

8. Athlete Uniforms
For the FIVB Beach Volleyball Age Group World Championships, the FIVB's apparel supplier will supply 350 athlete tops per gender.

The official FIVB Beach Volleyball men's uniform for all FIVB Beach Volleyball events consists of:

- tank top and shorts AND eventual accessories

The official FIVB Beach Volleyball women's uniform for all FIVB Beach Volleyball events consists of:

- tops and bikini bottoms AND eventual accessories

Promoters must distribute the above material to the athletes during the Technical Meetings and during the event. All men's and women's uniforms must correspond to the standards indicated hereunder. According to the Olympic Charter, religious, political and racial messages are strictly forbidden on athlete uniforms.

For uniform shipment information, please see the 'Shipment Obligations' mentioned previously.

Men's Tank Top/Women's Top
- Style

The style of the tank tops / tops must be in accordance with the diagrams displayed in this chapter.
The men's tank tops must fit closely to the body and must be sleeveless, respecting the space for the required brandings. The women's tops (a crop top design) must fit closely the body as well and the design must be with deep cutaway armholes at the back, always respecting the space for the required brandings.

- Fabric

Tank tops / tops must be made of elastic material, preferably of "Lycra®" or a combination of "Lycra® / cotton" or other similar good quality synthetic material. Due to severe weather conditions that may be faced by

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athletes during the competition, the fabric must be breathable.

- Colour

Tank tops / tops will be of bright and light colours (red, blue, yellow, green and white) to represent the colours of the flags of the nations of the top ranked athletes.

- Brandings

Promoter sponsor logos

The Promoter's sponsor logo A can be printed on the front of the men's tank tops (300cm² max) and on the front of the women's tops (90cm² max).
The Promoter's sponsor logo B can be printed on the front of the men's tank tops (72cm² max) and on the front of the women's tops (25.5cm² max).
Please refer to layout on page 83-84.

FIVB Partner logo

The FIVB Partner logo (300 cm_2 max for the men's tank tops and 56cm² max for the women's tops) must be printed in original colour on the tank tops / tops.
Please see the athlete's uniform section of the Rights Matrix (Appendix B of the FIVB-NF/Promoter Agreement).

FIVB Athlete's number

The FIVB athletes' number (of approximately 8cm x 6cm for the men's tank tops and 5.5cm x 2.5cm for the women's tops) must be placed on the front and on the back. This information must be printed in a colour contrasting with the colour of the tank top / top (i.e. light on a dark tank top / top, and vice versa).
Please refer to the layout on page 83-84. for indications of whether the FIVB letters should be white or black.

Country Code

Promoters must print the 3-letter international country code on the front and back of both the men's and women's tank tops/tops. While the country code letters on the men's tank tops must be printed on a total surface of approximately 12cm (height) x 8cm (width), the country code letters on the women's tops should be of approximately 3cm (height) x 6cm (width).

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FIVB Beach Volleyball Men's Uniform

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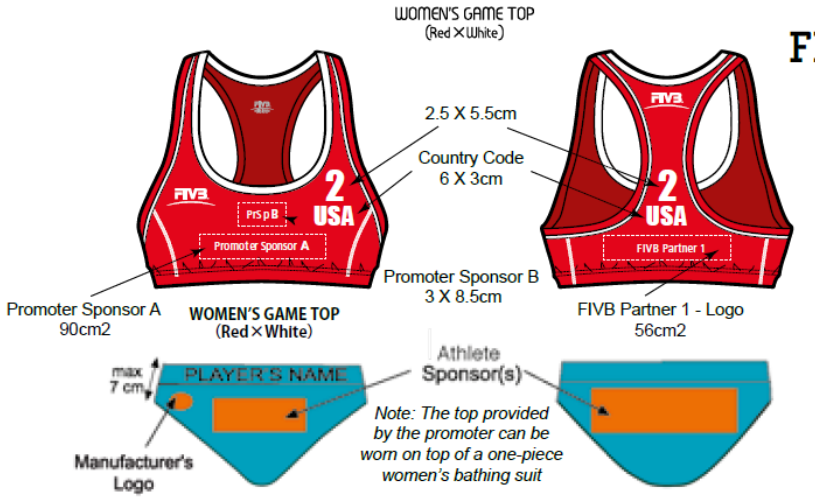
FIVB Beach Volleyball Women's Uniform

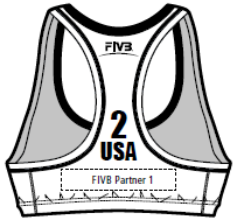


WOMEN'S GAME TOP
(Yellow×Black)

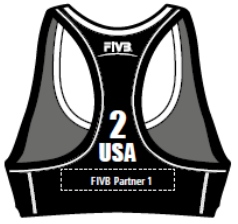
WOMEN'S GAME TOP
(Green×White)

WOMEN'S GAME TOP
(Black×White)

WOMEN'S GAME TOP
(Blue×White)



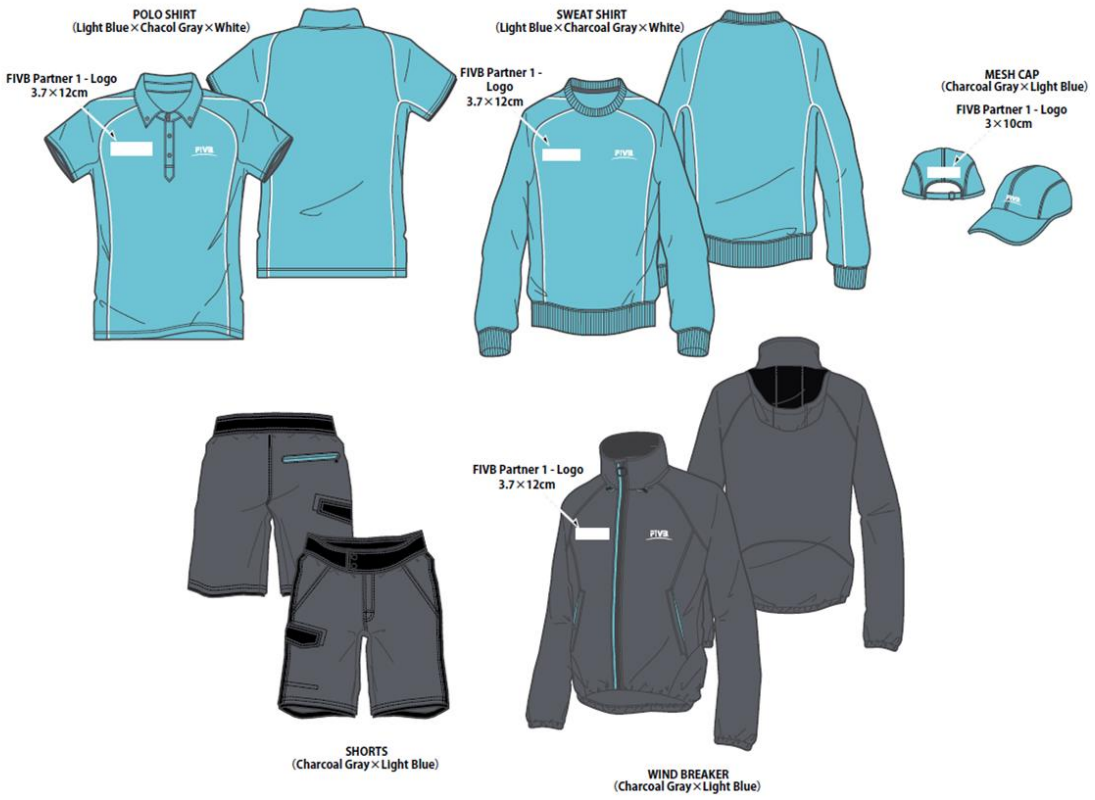
WOMEN'S GAME TOP
(White×White)



Referees

Note:
The FIVB has the right to display an FIVB Partner logo on all uniforms as indicated in the layouts on the following pages, however, in 2014, this space will not be exploited by the FIVB.

Line Judges / Scorers



FIVB Delegates

Organization Staff

Court Personnel

It is not required to print the country code on the tank tops / tops for the qualification tournament. It is however compulsory for promoters to print the FIVB number on all qualifiers' uniforms. Promoters can also print the country flag instead of the country code on athlete's tanks tops/tops on the allocated surface. It is also strongly recommended to print the athletes' names on the back of the men's and women's shorts and bottoms (although this may need some adjustment in order to accommodate the brandings on the women's top).

Athlete Nicknames

Nicknames printed on shorts / briefs should be agreed between the FIVB and the athletes concerned at the beginning of each season at least 30 days before the start of the first event and must remain consistent with the information displayed on the scoreboards, TV graphics, announcements, bulletin, results, etc. for the entire season. It is not mandatory to print the Team name or nickname on the women's briefs.

9. Athletes' Rights and Obligations

- Athletes must wear the official tank top / top provided by promoters at all times: during a match, on the field of play, during warm-up sessions, during post-match interviews, during the awarding ceremony as well as during press conferences. During the awarding ceremony, athletes are not authorized to have any additional accessories such as sponsor's flags, towels, etc., that may obstruct the visibility of the tank top/top;
- Athletes can neither alter nor cover the identification of the official FIVB or promoter's sponsors on the tank tops/tops;
- Male and female athletes must provide their own shorts and bikini bottoms or one-piece bathing suits. Team members must wear identical shorts/bikini bottoms (or one piece bathing suits);

- Male athletes must wear shorts as per the diagram on page 86;
- The athlete shorts must not be baggy. For all athletes the bottom of the shorts must be a minimum of 10cm above the top of the knee cap. The FIVB through its Technical Supervisors (helped by the Officials) shall strictly implement this rule. In the competition area this rule must be respected at all times during warm up, match protocol, awards ceremony, etc;
- The FIVB may decide at any time to go back to the previous rule (minimum 20cm) in the case of non-compliance with the above rule;
- Women athletes must wear bikini bottoms that are in accordance with the diagram, be a close fit and be cut on an upward angle toward the top of the leg. The side width must be of a maximum of 7cm. The bottoms must be made of elastic material, preferably of Lycra® or a combination of Lycra®/cotton or any other similar quality synthetic material;

- Athletes are authorized to have personal sponsor's logos (including manufacturer) on their shorts/bottoms located in any position and of any size. There is no limitation in the number of sponsors to be displayed on the shorts/briefs. Female athletes may also display one additional sponsor's logo either on their lower back or on one shoulder by means of a temporary tattoo;
- Athletes are required to print their name, nickname or team name on their shorts/bottoms. The athlete's name must correspond with the international athlete's identification (team name used for the BVIS, rankings, on scoreboards, etc.) and be written in Latin letters (between 5cm and 8cm high and 1cm-1.5cm wide). They must be visible for the audience as well as for TV, if necessary;
- If required, athletes must also cooperate with the FIVB in the collection of the information related to the sizes of their tops/tank tops in order for the FIVB's supplier to provide them with the exact size. The FIVB's supplier will then communicate, via the FIVB, the chosen colours for the tops / tank tops in order to allow the athletes to eventually coordinate the colours of their briefs/shorts accordingly;
- Athletes cannot print on their uniforms religious and/or political statements as well as any logos/symbols pertaining to organizations other than their National Federations.

Upon the request of the FIVB Technical Supervisor, athletes must submit their own shorts/bottoms (or one-piece bathing suits) for approval during the Preliminary Inquiry. After the Preliminary Inquiry, and unless specifically authorized in writing by the FIVB Technical Supervisor and the promoter, athletes are neither allowed to include any new sponsors' logo/name on their shorts/bottoms nor enter into any agreements with companies wishing to sign with them at the last minute.

10. Cold temperature and pouring rain conditions

For events where the temperature is expected to fall below 15°C and during severe weather conditions athletes are permitted to wear uniforms composed of a close-fitting t-shirt with long or short sleeves and, long tight pants (down to the ankle and not to the knees). These must be consistent in style, length and colour for both athletes in the team and must follow the same marketing rules as for the athletes' shorts and briefs regardless of size and position. The Technical Supervisor will be ultimately responsible for allowing athletes to wear these special uniforms whenever deemed necessary and after consultation with the official medical staff.

For the men's cold weather shirt and pants, no sponsor logos (excluding manufacturer of 20cm2) are permitted. Men are required to wear

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their shorts over the long pants. Women athletes (not wearing their briefs on top) may display their sponsors' logos according to the aforementioned requirements.

11. Athlete interviews policy

Athletes must wear their official tops immediately after a match at all times inside the venue for interviews. A fine of USD 300 will be applied only if an athlete does not wear his/her top for the compulsory post-match interviews.
Athletes are also not permitted to throw their tops into the crowd after a match on centre court. The Media Operations Delegate must always have a supply of additional athletes tops next to the centre court to ensure that they can be provided in case the athletes do not have them.

12. Athlete Accessories

Athletes are authorized to use the following accessories:

- visor/cap/hat/head band,
- sunglasses,
- therapeutic support braces for knee/elbow (with approval of the Technical Supervisor),
- One (1) watch.

A total of 3 items can be used as follows:

- Temporary tattoos (max 10cm width) or armbands (max 10cm width);

OR

- A combination of the two, may be worn, but only one item on each arm.

In addition to this a further temporary tattoo (max 20 cm2) can be worn on any other part of the body (not including the arms).
Tattoos and armbands may be of different sponsors and of any category.

- Footwear and/or athletic socks (with the approval of the Referee).

Athletes are responsible for providing their own accessories. There are no limitations concerning the position and size of sponsor logos on players' shorts/briefs and headgear. For the remaining accessories, the players are allowed to display a maximum of 2 sponsors (72 cm2 each) plus the manufacturer's logo. Upon the FIVB Technical Supervisor's request, athletes must submit all accessories for approval during the Preliminary Inquiry. After the Preliminary Inquiry, and unless specifically authorized in writing by the FIVB Technical Supervisor and Promoter, athletes are neither allowed to include new sponsor logos / names on their accessories nor enter into any agreements with any companies wishing to sign a last minute deal. Promoters may provide towels for all main draw athletes and court personnel (ball boys) should they wish.

4.5 UNAS MEDIA PRODUCTIONS

Providing the below technical requirements to UNAS MEDIA PRODUCTIONS, the company that will produce and encode the feed in order to allow the streaming on the Bwin platform and FIVB website. Sportsman Media Group GmbH is the company appointed by Bwin Interactive Entertainment AG, Austria, to acquire the rights to be exploited in Bwin's internet and mobile platforms.

A. Internet connection

Provision of an accurate, dedicated cable internet connection **with 4Mbit/s UPLOAD bandwidth** on site. The FIVB will absorb the costs up to 4'500 EUR of the concerned internet line (and eventual tent). A quote for the concerned services has to be submitted to the FIVB, for its approval, prior the start of the tournament.

For streaming purposes only, promoters have to provide the required technical facilities **exclusively** to *UNAS MEDIA PRODUCTIONS*:

- 1 (one) dedicated, separately installed 4 Megabit SDSL cable internet line at each event for streaming purposes only
- This internet line may not be shared with any other party hosting the event (e.g. Press/Media, FIVB officials, local event office)

Optional: 1 (one) cable internet connection with 2 Megabit upload bandwidth for each

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Court (Center Court and most popular side Court)

UNAS MEDIA PRODUCTIONS will inform the local promoter prior to each event about the installation of an additional internet line depending on whether UNAS MEDIA PRODUCTIONS will cover the matches scheduled on Court 1 only or both the matches on Court 1 and the (most popular) Side Court.

- Each internet cable connection shall have an upload & download bandwidth of 2 Megabit.
- Due to the huge amount of data constantly uploaded, it is required that the lines do have a constant high upload bandwidth.
- provision of a router/modem with 2 – 4 Ethernet ports by the local ISP (Internet Service Provider) accessible via LAN cable
- internet line/s and modem do have to be installed at the Sportsman/UNAS MEDIA PRODUCTIONS workstation

B. Streaming workstation

- internet access (as per above conditions)
- dedicated, reliable power supply
- workspace able to host 2 streaming computers/shuttle PCs + 1 Laptop provided by UNAS MEDIA.

UNAS MEDIA PRODUCTIONS will bring all required streaming and video equipment to the event; hence UNAS MEDIA PRODUCTIONS will require sufficient working space, in order to set the streaming/scoring/video system up (e.g. desktop/table; approx. 2,00m x 0,75m in size, chairs)

- view on the Centre Court
- weather-proof (rain-, wind-, sun-deflecting)
- lockable (secure equipment storage overnight)
- provision of 2 local SIM Cards (at the expense of UNAS MEDIA PRODUCTIONS)
- provision of audio and video cables by the HTVB for all televised matches days ex OB van to UNAS MEDIA workstation

C. Scoring workstation

UNAS MEDIA PRODUCTIONS delivers accurate online scoring to its customer; which is why UNAS MEDIA PRODUCTIONS requires:

- 1 workplace at the Centre Court, as long as the automatically processed CSV/XML scoring operated by FIVB results technology and time provider is not implemented.
- 1 workplace at the (most popular) Side Court (a workplace on the 2nd court will only be required if UNAS MEDIA PRODUCTIONS plans to cover Court 2 in addition to Court 1).

The local promoter will be informed about the coverage of an additional court prior to the event.

The local promoter will provide on each of the above courts the following:

- working position with unobstructed view on the court (1 table approx. 1,00m x 1,00m, 1 chair)
- power supply
- internet access (if a WiFi/wireless network/Lan connection is available)
- weather-deflection

D. Camera position

- promoter to do its utmost to make available to UNAS MEDIA the best possible camera position as determined by UNAS MEDIA in the audience behind the base-line (Sector A or Sector C) on the Centre Court

- promoter has to provide the best possible camera positon on the most popular side court (e.g. extra pole, platform or similar)
- a power supply near each camera position has to be provided

E. TV signal collection at the streaming workstation

- Provision of TV feed (program out with score graphics and English commentary if available) by the Host Broadcaster to Unas Media/Sportsman FREE of charge!
- Provision of audio and video cables by the HTVB and installed to the UNAS MEDIA PRODUCTIONS streaming workstation
- Video format: HD/SD-SDI or Analog PAL or NTSC (BNC or CINCH bone)
- Audio format: via SDI (embedded in channel 1 & 2) or Analog Stereo (XLR or CINCH bone)

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F. Provision of a detailed map of the venue by the local promoter

- planned position of the streaming workstation
- planned camera position/s
- planned position/s of the scoring workstation/s
- Any change must be immediately communicated by each promoter to the FIVB.

Room reservation at any of the official tournament hotels:

UNAS MEDIA PRODUCTIONS will send 3-4 employees to each event. The local promoter shall arrange room reservations at one of the official tour hotels prior to the event depending on Unas Media room requests. Unas Media will bear the costs for such rooms that shall be proposed by the promoter to Unas Media at the same price obtained by the promoter for the accommodations of all the staff/athletes/officials etc.

In 2014: Unas Media shall be present in the following events: Under 23 WCH / Under 21 WCH / Under 19 WCH.

G. Broadcasting (not mandatory)

Promoters' Rights and Obligations concerning Broadcasting are as follows:

- The FIVB grants the Host TV Broadcaster (if any) a license to broadcast the basic feed by local National Terrestrial Television in its territory.
- The FIVB retains all international TV and new media rights, as well as all local non-Terrestrial TV rights,media and new media rights.
- The Host TV Broadcaster should develop trailers to promote competition broadcasts, prior to and during the actual broadcasting period of competition. The correct international title must be integrated in the trailer, together with the national event title.
- Promoters may request footage from previous events from the FIVB TV agency for promotional purposes. In this case, Promoters will be responsible to pay technical and shipping costs.

The FIVB has also developed TV graphics to be in line with the visual, title, colours andplayer's images. These graphics must be used during thr Host Broadcaster's transmission of the events (if any), as well as in the highlight programs (if any).

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5.PRESS, MEDIA & TV

5.1 COMMUNICATIONS STRATEGY & RESPONSIBILITY

This chapter sets out the minimum requirements for media operations at FIVB Beach Volleyball events. The guidelines for hiring media staff, and setting up and maintaining media facilities are designed to provide the best possible service to the media and maximize event coverage. Event organisers are therefore expected to provide professional communications staff and high-quality media facilities that reflect a commitment to the future of their event, the FIVB's worldwide image and the sport in general.

The Promoter must commit to:

- Hire (part-time) an experienced, professional Media Operations Director by at least six months before the start of the tournament to warm up the interest of the media and raise awareness about the event, to design a comprehensive Media Plan, to allow the FIVB to send instructions and start preparing the event, while it is mandatory to hire a full-time experienced and professional Media Operations Director and other media staff 90 days before the start of the event;
- Promote the event to all domestic media (TV, radio, internet, written press, etc.) well in advance and keep them regularly informed. An effective Media Plan must be realized by each Promoter and submitted to the FIVB for its approval at least four months before each event. A sample Media Plan (for Opens but applicable to Age Group Events) highlighting the most important elements (i.e. launching press conferences, TV & Radio campaign, presence and activities on the internet and social media, printed materials and distribution channels, press kit, etc.) is available at the following websites:
    - http://op.fivb-downloads.org (FIVB Open events)
      (username: fivb/password: open)

The following media items must be prepared and sent by email to the FIVB Press Department (time period: 90 days before the start of the event):

1. Description of the Event media facilities (including a detailed map that clearly shows the location of the media centre, media tribune and what is foreseen for the mixed zone – please mention any particular issue concerning the setting of the media facilities);
2. List of media staff (including the expected number of volunteers and their roles);
3. List of the invited media to the launch press conference(s) and other media opportunities organised for the promotion of the event; List of the VIP media invited to the event (if applicable);

4. Comprehensive Media Plan for the event including date, location, invitees, speakers for the launch press conference(s), distribution of news information, printed materials and distribution channels, information on the internet and social media strategy, press kit, promotion campaign on TV & Radio etc.;
5. Confirmation of the accreditation facilities for the international media according to the FIVB guidelines;
6. Confirmation that international standard facilities will be available to the accredited media (by setting up a functional, comfortable and appropriately equipped Media Centre for the journalists, broadcasters, photographers etc. and testing the internet connection bandwidth) (see Press Facilities section 5.3).

The FIVB Press Department will work closely with the events' Promoters and support their Media Operations Director in the most effective way, making active contributions concerning the following:

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- Implementing the media items listed in the Master Plan;
- Producing press releases for the international media and promoting the event through the FIVB's different media channels (website, publications, social media etc.);
- Assisting the Media Operations Director with the implementation of the Media Plan;
- Facilitating contact, based on the terms of the NF-Player's Commitment, between the Promoters and the FIVB partners/sponsors' local public relations representatives in view of a possible collaboration. Athletes shall also show their best efforts by personally getting involved in the promotion of the tournaments and side events. On such a matter, the section 5.14 in this chapter will give a better understanding concerning the rights and obligations of each participating athlete, towards the media.
- It is recommended that first- or second-year FIVB Beach Volleyball Promoters contract a local communications and public relations agency to attract, engage and motivate stakeholders to act and media to give maximum exposure to the event.

5.2 MEDIA STAFF

A. FIVB Press Department Director:

The FIVB Press Department coordinates the media action from the FIVB headquarters in Lausanne, Switzerland, while the FIVB Press Department Director assigns on-site an FIVB Media Operations Delegate (see section 3.1 E5) and an FIVB Official Photographer (when foreseen) (see section 5.2 D) and supervises that they perform in accordance with the terms of their respective mandate.

The FIVB Press Department also:

- Verifies that the event's Media Plan fits in with the FIVB's communications strategy;
- Ensures via the Media Operations Director that all the necessary media matters which are listed in the Master Plan and in the approved Media Plan are efficiently implemented by each Promoter;
- Gives instructions to the FIVB Media Operations Delegate to manage the media and the distribution of information on- and off-site and through the different FIVB's communications channels;
- Provides daily "on demand" support to the FIVB Media Operations Delegate;
-

- Creates tools for the media (Media Guide, Statistics, Players' Biographies, etc.);
- Provides worldwide visibility with press releases, FIVB publications (electronic newsletter "World Volley News," "VolleyWorld" magazine, Year Book), FIVB website updating, engagement activities on FIVB social media, PR activities with international agencies and media daily contacts;
- Organises "kick off" to launch the beach volleyball season (if any);
    - Collaborates with the Local Media Operations Director to implement the FIVB Young Writers Report Project which runs through local journalism schools. The aim is to provide young journalists the chance to work onsite at FIVB events. They will assist with social media coverage, videos and features.
- Provides media services on the occasion of special events such as "drawing of lots", FIVB press conferences, Media Operations Director seminar, etc.;
- Issues and circulates FIVB press releases whenever needed.

B. Media Operations Director

The Media Operations Director must be a journalist working in the host country, with experience in running a Media Centre for an international sports event and excellent command of spoken and written English. He/she must be nominated at least six months before the start of the tournament, to facilitate the communication with the FIVB Press Department Director and the FIVB Media Operations Delegate. He/she should be employed full-time three months prior to the start of the competition until all necessary press-related reporting is completed after the event. The Media Operations Director is responsible for producing the final report (BVB-20 form - see section 5.10) and sending this to

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the FIVB Press Department a maximum seven days after the end of the competition.

C. FIVB Media Operations Delegate

The FIVB Media Operations Delegate (see section 3.1 E5) will assist the local Media Operations Director. The Promoter must provide the Media Operations Delegate with a mobile phone (allowing international calls) from their arrival to the morning after the end of the competition.

D. Official Photographer

High-quality professional photography is vital to the success of the FIVB Beach Volleyball events and to the FIVB's image. Promoters must hire a professional photographer for each day of the event (including all technical meetings and country quota play-off matches) and must send a signed BVB/07 photographer's agreement to the FIVB no later than one month prior to the start of the event with his/her signature. The photographer must have experience covering an international beach volleyball event and must be approved in advance by the FIVB.

The FIVB appoints its own Official Photographer to cover FIVB Age Group World Championships. Should it be the case, the Promoter is strongly encouraged to hire a second photographer to cover the side courts, the side activities and focus on atmosphere pictures.

Professional "beach volleyball" photographers should be hired for all events in order to provide top-notch sports photography for the benefit of all parties involved and the sport itself.

All photos must be provided by the professional photographer free of any rights in perpetuity, including use in FIVB publications, website, social media and by media worldwide. The photographer will not give or sell the photographs produced to third parties, except with the FIVB's prior agreement.

The Local Media Operations Director must provide the e-mail address of the Official Photographer to the FIVB (press@fivb.org) 30 days before the event so that the FIVB can send information outlining specific guidelines to be followed on-site (uploading process to the FIVB website, location in centre court, etc.)

All photos in high resolution must be appropriately labelled in the JPEG file (File Properties in Adobe Photoshop) with the date, place and name of the event, as well as the names and country of players on the photo and the names of any other persons seen on the photo, and photos must be properly captioned in the Visasp System, including full names of all players (written as such: USA's Todd Rogers, not Todd ROGERS (USA) or any other form) in the photo and their country/countries and explaining what they are doing in the photo. The photo caption must not include the photographer's name.

In order to consistently provide the best photos of each event, the FIVB Press Department will provide a list of beach volleyball photo specialists with their rates to any Promoter who has not appointed a beach volleyball specialist photographer by the deadline. The Promoter is fully encouraged to make an appointment from this list. If a Promoter needs to make a photographer appointment before the deadline for organisational and cost purposes, he/she can contact the FIVB Press Department at press@fivb.org.

The Promoters are required to create separate entrances/exits to the "field of play" for photographers and television cameramen (separate from players and officials) and must have thin breathable vests (bibs) possibly of a dark colour, to identify cameramen and photographers individually. Light cotton coloured bibs for the playing area. Bright colours should be avoided for bibs especially during televised matches.

If an FIVB Official Photographer has been appointed, then he/she should be equipped with a bib of a different colour to have access to all areas including the competition areas.

Requirements

The photographs must be produced using a professional digital camera. The initial use of the photographs will be in the event's photo gallery and slideshow on the FIVB website as well as in press releases and social media platforms. The photographs must meet the following criteria:

The digital camera used to produce the photographs must be a professional camera which creates files of at least eight megapixels.

The files produced must be saved in JPEG format in the Adobe Photoshop

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programme (minimum of eight on a scale from one to twelve).

The size of the files must be at least 2,200 pixels (longest side).

Except in special cases, the files must have a maximum exposure of 400 ASA.

The focus, contrast, and levels must be of print-ready standard.

The photographs posted in the photo gallery must be of print-ready quality for the media.

Photos must also be taken with the photo slideshow in mind, which tells the story of the event. The Media Operations Delegate is responsible for selecting which photos from the VIS are to appear in the photo slideshow and for adding the legends.

When taking photographs, the Official Photographer should wherever possible ensure that sponsor signage and the spectators are visible in the background so that the photographs can be used for promotional material. If the stadium is full, the photographer should take panoramic shots. If the stadium is not full and there are few spectators, the photographer should take close-ups so that the empty seats are not visible. When the FIVB President is present, the photographer should pay attention to his requests for photographs of ceremonies with VIPs, of meetings, etc. The photographer should look for the opportunity to take a variety of photos of the spectators, personalities, children having fun, TV and journalists covering the event, etc. The Official Photographer should take one or two panoramic photos of the stadium from outside the venue. The Official Photographer should avoid uploading pictures to the website of players wearing long sleeves and long shorts, unless completely unavoidable. The excitement, the ambience, the crowds, side events activities, night pictures, dinner party, sponsors' activities, kid camps, venue, village, etc. should be an integral part of an Official Photographer's coverage.

The Official Photographerin collaboratin with the FIVB agenc photographer, must upload digital photographs from every mach to the FIVB website as soon as the match has ended. Photos of the surroundings and pre-match photos are also welcome, which are uploaded to the various file. The Official Photographer, in collaboration with the FIVB agency photographer, must provide the following photographs:

A minimum of 5 digital photographs of each match to be uploaded to the FIVB website for each day of the event.

A minimum of 10 digital photographs of the prize-giving ceremony to be uploaded to the FIVB website.

No later than seven days after the event, DVDs (two copies) containing a selection of at least 100 of the best maximum resolution and web resolution digital photographs of the event, properly captioned and organised in separate folders (men/women, by day of competition and web/high resolution) by international express mail to the FIVB Press Department (min. 300 dpi, 18cm X 13cm).

E. Photo Marshal

The Promoter under the Media Operations Director guidelines is required to assign a Photo Marshal for the duration of the event, named a week before the event. The Photo Marshal will be responsible for the movement of all photographers and ensuring that only accredited photographers are in the designated areas for photographers and will oversee the presence of photographers around and on the centre court.

F.Volunteers

The Promoter is encouraged to use volunteers in the following areas of media operations – quote takers, media centre assistants, runners, results distribution and assistant photo marshals amongst others areas.

5.3 MEDIA FACILITIES

Setting up top-notch media facilities go some way towards ensuring that the journalists, broadcasters, photographers etc. are able to cover the event effectively and as a direct result help expand the awareness to the FIVB's events and the sport in general.

Media facilities should be operational one day before the start of the tournament. On the competition days, the media facilities must be open at least two hours before the start of play

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and should remain open for at least two hours after the conclusion of the final match. Organisers should be prepared to extend the opening hours to assist any journalists working to meet international deadlines. The FIVB Technical Supervisor should inspect and check the media facilities during the stadium homologation.
The Media Centre, Interview Room and Mixed Zone must be located adjacent to the centre court as much as possible. It is mandatory to provide sufficient seats for the accredited media in a reserved roofed area in the VIP stand, with electricity plugs (tables are not necessary in this area) and in a working area facing the main court as much as possible.

A. The Press Centre

The Media Centre should be located close to the VIP stand at the centre court and be easily accessible to all accredited journalists. The full specifications for the Media Centre can be found in Section 3.4 D.7 of the handbook. Working spaces should be allocated according to the type of accredited journalists, giving priority to international and national news agencies. Consideration should be given to extra working space or a separate room for photographers to accommodate their equipment. Lockers with padlocks should be available for all print, electronic media and photographers to secure professional and personal items. International and national agencies (both print and photographic) should be offered the option to order (at their own cost) their own telephone and internet lines. These lines should be installed in special reserved workspaces. A minimum of one international phone line should be available for media for emergencies only and broadband internet access.

Organisers are requested to provide high-speed Wi-Fi internet access separately for the players and media with separate LAN cable access for photographers. Wi-Fi should be password protected to avoid external access which can slow down the connection. The bandwidth of the internet lines, especially for uploading, should be reviewed and adjusted according to the number and type of journalists accredited and increased if necessary for the efficient transmission of material. The internet connection must not be switched off before midnight of the last competition day, or later if night matches are foreseen. Installation of internet/phone lines must be completed the day before the start of the tournament to accommodate the needs of journalists preparing preview and feature material. The FIVB Media Operations Delegate and FIVB Official Photographer should be provided with a reserved working space in or near the press working room. This should be equipped with power outlets, a telephone and individual LAN cable high-speed internet access.
The Media Operations Director must ensure that the Media Centre and any Press Centre equipment are adequately protected from sand and rain and he/she must appoint support staff of a minimum of two persons to assist with the operation of all equipment and to keep the media working area clean and tidy. Sun screen lotion and towels should also be available to photographers.

B. Mixed Zone

The Media Operations Director must create a Mixed Zone adjacent to the main court where athletes can be interviewed after each match in front of the FIVB official backdrop (fixed and/or removable).
It is recommended that the Local Media Operations Director also hires a Mixed Zone quote taker to provide flash quotes from each Centre Court match, since these matches usually feature host country teams. For semi-finals and medal matches, the quotes must be more than just one or two comments. For all the media at the event, all quotes must be released on the FIVB official letterhead.

C. Interview Room

The Interview Room (refer to Section 3.4 D.9) must be next to the Press Centre and located possibly within metres of the Mixed Zone, easily accessible to accredited journalists and athletes. The Media Operations Director is responsible for implementing interviews in such a room whenever requested by the media.
A service for translating the interview of the athletes is strongly recommended. Moreover, a person coordinating the interviews is strongly recommended to liaise with journalists and athletes.

5.4 MEDIA ACCREDITATION

All members of the media wishing to attend an FIVB event need to sign up to the FIVB Media Club via the online accreditation form available at
http://www.fivb.org/EN/media/accreditation.asp
(a user reference guide is also available on this webpage). Already registered FIVB Media Club members can log in with their username and password to their account to apply for credentials under “My Accreditations” tab.

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The Media Press Directors are encouraged to implement the FIVB accreditation wizard tool (provided upon demand to the Promoter, either in English or in the local language) to the event's website in order to facilitate the accreditation process. The Media Accreditation Cards must be printed out of the system to include the ID photo, the full name, the function and the media outlet for each accredited journalists.
The promoters of the FIVB Open events are strongly encouraged to use the FIVB online accreditation system in order to establish good practices. The FIVB Press Department will provide support and guidance to use the system and run the accreditation process in an effective way.
The Media Operations Directors should remain at the disposal of the FIVB Press Department during the entire accreditation process in order to confirm the status of the applications.
On-site accreditation should provide journalists with access to the Media Centre, Mixed Zone, interview Room and designated media area in the VIP stand. Accreditation passes and a media kit are issued at the accreditation desk at the venue.
Appropriate identification (vest or bib possibly of a darker colour) must be given to photographers when they collect their accreditation. The bib cannot be a plastic one: it has to be light and with wide cotton weave (large net texture).
The accreditation desk should be operational at least one day before the start of the competition and must be staffed for the entire duration of the event.
The event's attendance list should be updated in the accreditation system at the end of the final day of competition.

5.5 TRANSPORT, PARKING AND ACCOMMODATION

If the venue is located far away from the city centre or major hotels, a minibus shuttle service should be provided for journalists. An on-site parking area for TV broadcast vans, the Host Broadcaster personnel and a certain number of accredited media shall be foreseen at the venue in proximity to the centre court. Journalists are responsible for their own accommodation and/or travel arrangements and expenses (except for the shuttle bus service above). Organisers may provide practical help by supplying a list of suitable hotels (within a different range of categories) upon request.

5.6 MEDIA INFORMATION

A. Biographical information

All national federations must develop biographical sketches in English for all their beach volleyball athletes and send them to the FIVB at press@fivb.org before the start of the season (i.e. player's quotes, information on relatives, education and other interesting personal facts). This material will be used during the season to help the media. This information must be updated by the national federations each year and will be included on the FIVB website.
Each player has a password, provided by the FIVB, to revise his/her personal bio on the FIVB website, which must be done at the start of each season and during the season if any changes are required.

B. Press releases

The following press releases must be issued before, during and after the tournament:

- Each Media Operations Director is strongly recommended to send to the FIVB Press Department any relevant information and/or photos concerning his/her event during the entire season, which could be suitable for a press release.
- The FIVB Press Department will produce a preview press release to be issued in time for the media deadlines, 1-2 days before the start of the competition. Contributions and information from the Media Operations Director on the local venue and the history of the event should be emailed to the FIVB Press Department at press@fivb.org no later than four days before the start of the competition.
- The Media Operations Director is responsible for preparing daily press releases suitable for the local media, including special athletes' features.
- The FIVB Media Operations Delegate, in coordination with the Technical Supervisor, is responsible for preparing and distributing daily press releases suitable for the international media.
- An additional wrap-up press release should be issued at the conclusion of the final day's play, summarizing the week's activities and the sporting highlights.

All press releases should be prepared in time to respect media deadlines. The press release can be written in the local language for domestic media. The international title ("FIVB Beach Volleyball World Tour") must be included in each press release. There should be no

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conflicting information in press releases. The Media Operations Director is also responsible for the smooth circulation of all outputs and the copies must be posted on the tournament notice board and in the pigeonholes for journalists. Additional press releases concerning specific items (news, colour pieces, etc.) can be issued according to newsworthiness and relevance.

C. Daily start notes

The Media Operations Delegate shall provide to the media each day's activities along with event notes, past podium placements and other pertinent facts and figures using BVB Info as a source.

D. Team information

The Media Operations Delegate shall provide to the media a list of the first and last name for each player on each team from each country together with the player's uniform number by printing out the Entry List from the website. Additional player info is available on the FIVB website under the player biographies.

E. Results

To help increase the distribution of match results, the information should be distributed with the winning team listed first followed by the losing team and the score of the match with duration.

F. "Final Four" notes

The Media Operations Delegate shall prepare a notes package on the teams advancing to the semi-finals and medal rounds featuring each player's first and last name, uniform number, past FIVB results, current season information, etc. This package will help the attending media along with providing graphic information for the TV crew.

G. Collaboration with BVB Info

BVB Info will provide the Tournament Notes (a preview of the event) and the Final Four Notes to the FIVB website however it is the Media Operations Delegate's responsibility to ensure that they are printed and made available to the local media.

5.7 DISTRIBUTION OF PRESS INFORMATION

In addition to the local press operations, all international press releases must be distributed to the international media via the FIVB news distribution platform. The FIVB Media Operations Delegate will receive instructions for uploading the international press releases directly to the FIVB website and distribute them to a global media distribution list. The FIVB Media Operations Delegate is required to report back to the on-site FIVB Technical Supervisor on the smooth functioning of the media information plan. If no Media Operations Delegate attends an event, the Media Operations Director is responsible for uploading the international press releases to the FIVB website, distribute them outside as per the FIVB media priority list and reports directly to the FIVB Technical Supervisor.

5.8 THE DAILY BULLETIN

The Media Operations Director must issue in collaboration with the FIVB Media Operations Delegate a press release to be included in the Daily Bulletin, starting one day before the start of the competition (after the Technical Meeting of the Country Quota Play-Off). The Daily Bulletin is distributed onsite to officials, Organising Committee members, sponsors, host broadcasters, athletes and accredited media. An electronic copy of the Daily Bulletin must be sent to press@fivb.org once the competition is over. In general, the daily bulletin is printed directly from the BVIS (Beach Volleyball Information System) and includes:

- One day before the start of the competition: cover, press release, participating teams, match schedule, bracket/pools, any eventual communication of the Organizing Committee;
- At the end of each competition day: cover, press release, match schedule, match results, bracket/pools, event's ranking, any eventual communication of the Organizing Committee;
- On the final day: cover, press release, match results, final bracket, final event's ranking, any eventual communication of the Organizing Committee.

5.9 LAUNCH PRESS CONFERENCES

It is recommended to launch the event through a series of press conferences as follows:

- Introduction of the event (at least two months before the start);
- Presentation of the event (ideally with the participation of the top two national athletes) no less than four days before the start.

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The Media Operations Director must ensure to keep the FIVB Press Department up to date regarding the organisation of such media events (schedule, invitees, speakers, programme etc.). He/she is expected to prepare press material (press release, interview and feature pieces) as well as provide photos and video content in order to guarantee global coverage to the event through the different FIVB channels.

5.10 MEDIA REPORTS, PHOTOS AND PRESS CLIPPINGS

The BVB-20 Media Report, along with the press material, photographs (in high-resolution and web-resolution, on DVD, two copies) and press clippings (in digital format) must be prepared by the Media Operations Director and sent to the FIVB Press Department via international express mail no later than seven days after the end of the event. The high-resolution photos (separated from the digital photos supplied for the FIVB website), and also the press clippings, are essential for the promotion of the sport and future FIVB events. Other information such as website hits, radio station coverage, TV audience and highlights of the tournament is also important to report in order to better assess the media coverage of the event. These facts and figures must be sent along with the rest of the press material.

5.8 Internet Strategy

The FIVB will feature each event on dedicated pages of the FIVB website, including general information about the event and a list of participating teams. Other information will include the beach volleyball global calendar and map, results of previous Tour stops, world rankings, athlete's database, etc. The FIVB website also contains the Rules of the Games, details of any rule interpretations, resolutions or policy changes, etc.

Below are useful links to the FIVB web resources:

- FIVB Beach Volleyball website: http://www.fivb.org/EN/BeachVolleyball/index.asp
- FIVB Beach Volleyball Age Group websites: http://www.fivb.org/EN/BeachVolleyball/competitions.asp
- Players' Database: http://www.fivb.org/EN/BeachVolleyball/PlayersDatabase.asp
- FIVB Facebook Fan Page:

http://www.facebook.com/FIVB.InternationalVolleyballFederation
- FIVB Twitter Account: http://twitter.com/fivbvolleyball
- FIVB YouTube Channel: http://www.youtube.com/videofivb
- BVB Info: http://www.bvbinfo.com

The FIVB website is in continual development and improvement, and supplemental materials are made available on a regular basis. The FIVB is continuing the process of creating a completely new website in line with the needs of the entire FIVB audience. Any major changes will be communicated to you on due time.

The promoters must develop a well-defined internet and new media strategy as a strong online presence is nowadays inevitable to the success of an event. They must have their own website active as early as possible (no later than three months before the start of the competition) and update it frequently with news, features, photos, videos, useful information for the fans and those wishing to attend the event. The event's website should be multi-lingual (minimum requirement is to have it in the local language with English translation).

The FIVB Press Department also strongly encourages the Promoters to resort to the use of social media (such as Twitter, Facebook, Weibo, Instagram, Pinterest, etc.) to enhance their communications strategy and event promotion. All details should be included in the Media Plan and provided to the FIVB Press Department.

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5.11 BVIS

The BVIS (Beach Volleyball Information System) software, conceived by the FIVB Information Technology Department (tested by the Organisers and the Technical Supervisor the Friday/Saturday before the start of competition and using a draft version of the files to be sent by the FIVB Information Technology Department, with an eventual final version of all required files to be sent in due time before the start of the Country Quota Play-Off Technical Meeting) manages the operational side of each FIVB competition and provides the necessary on site reports for each day. The BVIS also allows the release of useful information including event seeding, match results, match schedule, team ranking, press releases etc. for distribution on-site and worldwide through the official FIVB website.

The BVIS includes team information based on the team information report as mentioned above under item 5.6 Press Information. This must include the first and last name for each player on each team from each country. The report must also include a player's uniform number.

5.12 LIVE SCORING ON THE FIVB WEBSITE

In the event that the FIVB will have live scoring, the Organizers must provide either a router with a RJ45 plug connected to the internet with a minimum connection speed of 128kB, or provide an ISDN external modem with a USB connection and the necessary driver. This equipment must be installed at the scoreboard supplier table, if any 2 days before the first competition day.

5.13 THE ATHLETE AND THE MEDIA

A multiyear commitment is required to be signed by each participating NF and athlete willing to compete in FIVB beach volleyball competitions.
This agreement includes in detail rights and obligations of each party and it makes clear the position of the athlete towards the exploitation of his/her image while at the same time it provides guidelines on the players requested availability to media and public relation activities associated to the FIVB properties.
This is vital to create media product and a profitable event for all parties involved in the promotion of the sport.
Through this section the FIVB is giving to you more details on the contribution that each participating athlete is required to provide every day at each event in order to increase his/her exposure in aiming to become a star, and so increasing the media exposure value of each FIVB event.

A.Media and Publicity

The FIVB is granted for the duration of the NF-athlete commitment, in exchange, for itself and for promotional purposes the right for worldwide use of the athlete's identification in connection with photos, films, video computer games (as specified more fully below) in connection or related exclusively to one tournament or to the ensemble of official events.

FIVB's sponsors, FIVB recognized Promoters and their respective advertising agencies, each television or other distribution station, system or service scheduled to distribute the event are also granted the right to transfer to others the possibility to reproduce, print, publish, or disseminate in any medium, the name and likeness and voice of each person appearing in or connected with the event and biographical material concerning such person, the name of the event site for purpose of trade or for advertising purposes.
The FIVB grants the athlete(s) access to the FIVB video archive and photographs upon request for technical production and shipment costs only. This request must be sent by email to the FIVB Beach Volleyball department to the following email address: beach@fivb.org, link: http://www.fivb.org/EN/BeachVolleyball/Forms/Athletes/WT-01.pdf
Subject to the terms of the NF-athlete commitment, the FIVB and its Promoters have the right to make use of and show, at its discretion, any motion pictures, video games,

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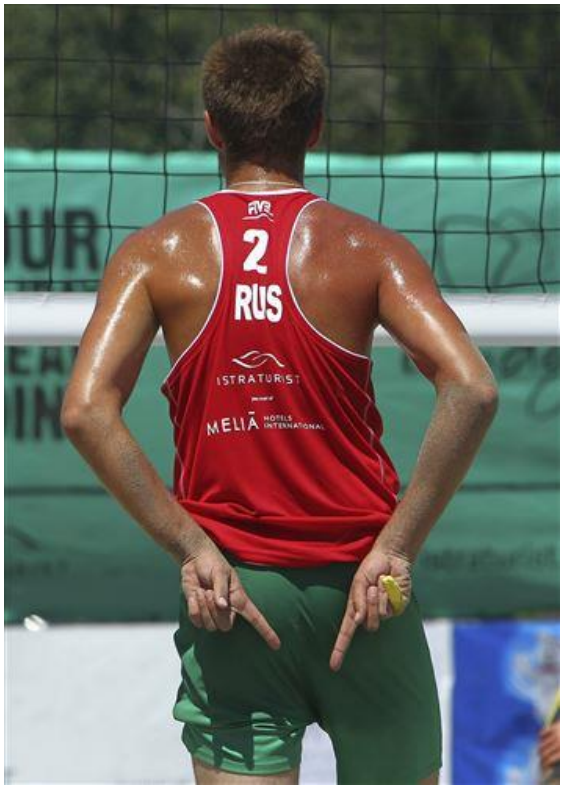
magazines including live, taped or filmed television footage, such as highlight shows or photos of the athlete taken during FIVB official events without compensation, and hereby waives any right to such compensation for the athlete or his/her heirs and assignees.

B. FIVB Rights for Promotional Purposes

FIVB Rights for promotional purposes have been stipulated and agreed upon through the 2013-2014 NF Athlete's Commitment available under Forms Section on the FIVB website: http://www.fivb.org/EN/BeachVolleyball/Forms.asp.

C.Group Licensing Rights

Group licensing rights have been stipulated and agreed upon through the 2013-2014 NF Athlete's Commitment available under Forms Section on the FIVB website: http://www.fivb.org/EN/BeachVolleyball/Forms.asp.



5.14 SOCIAL MEDIA

It is extremely important that the Local Media Operations Director ensures that the event has a presence on social media via at least Twitter and Facebook from which the FIVB can reuse through its social media channels.

The Local Media Operations Director must inform the FIVB Press Department on which social media platforms the tournament is active on and the respective addresses, account details in order that two-way communication can start at the earliest moment possible.

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6. COMPETITION REGULATIONS

The following competition regulations have been developed by the FIVB specifically for the Age Group World Championships. The format applied to these competitions is aimed at developing the next generation of Beach Volleyball athletes for competition at senior level, while at the same time still respecting the young athletes' own mental and physical rhythm and the hard work carried out by National Federations and Continental Confederations in developing their young athletes.

6.1 ATHLETE ELIGIBILITY

Young athletes wishing to participate in FIVB sanctioned Age Group World Championship events must:

- Be born on or after January 1 1992 to be eligible to participate in the 2014 FIVB Beach Volleyball U23 World Championships;
- Be born on or after January 1 1994 to be eligible to participate in the 2014 FIVB Beach Volleyball Under 21 World Championships;
- Be born on or after January 1 1996 to be eligible to participate in the 2014 FIVB Beach Volleyball Under 19 World Championships.
- Be born on or after January 1 1998 to be eligible to participate in the 2014 FIVB Beach Volleyball Under 17 World Championships.
- Hold the citizenship of the country they represent, in accordance with the FIVB Regulations.
- Have completed the online Anti-Doping Programme (Real Winner).
- Register with their respective National Federation;
- Register with the FIVB through their respective National Federation;
- Abide by the FIVB Code of Conduct, the FIVB Constitution, the General Regulations and the FIVB decisions (i.e. Board of Administration and/or World Congress)
- Not be suspended by the FIVB for the competition period concerned.

For all Age Group World Championships, it is obligatory to assign a Head Delegate per country to accompany all participating teams. It is also recommended to appoint a Head Delegate to accompany all teams from each country for the FIVB Under 21 and Under 23 World Championships.

All participating athletes must present an FIVB Anti-Doping Certificate 30 days prior to their participation in a 2014 FIVB Beach Volleyball Age Group World Championship event after having successfully completed the FIVB's Anti-Doping programme "We play it clean!" online: http://www.fivb.org/RealWinner/

6.2 ENTRY REGULATIONS & CRITERIA

Each Continental Confederation has the right to enter the following number of teams:

Confederation	Main draw	Qualification	Reserve	Total
AVC (65)	6	5	4	15
CAVB (53)	6	5	4	15
CEV (55)	6	5	4	15
CSV (12)	6	5	4	15
NORCECA (35)	6	5	4	15
Total	30	25	20	

It is mandatory for the Continental Confederations to sanction Continental Age Group events to select the teams participating at the FIVB Age Group World Championships.

- The Continental Confederations will be required to select the best ranked teams

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per gender through UNDER 19/21/23 Continental ranking.

- In case a Continental Confederation will not have sufficient time to organize the above mentioned Continental events in 2014, it can use the event ranking of the 2013 season.
- Should a Continental Confederation not have a ranking of the 2013 season, it may follow the FIVB criteria selection (points A to E of the selection criteria – see below). This section applies especially to the Under 17 category as it is a new event.

The FIVB is entitled to request at any time from the Continental Confederations the exact criteria applied to select their respective teams under their quota and to request the results of their events leading towards the selection of the teams.

Therefore teams will be selected to play in the events in priority as follows:

1. Based on (any eventual) UNDER 17/ 19/21/23 Continental Championships (or UNDER 17 /19 /21 /23 Continental Tour) event ranking issued before the FIVB Beach Volleyball Under 17/ 19/21/23 World Championships 2014;

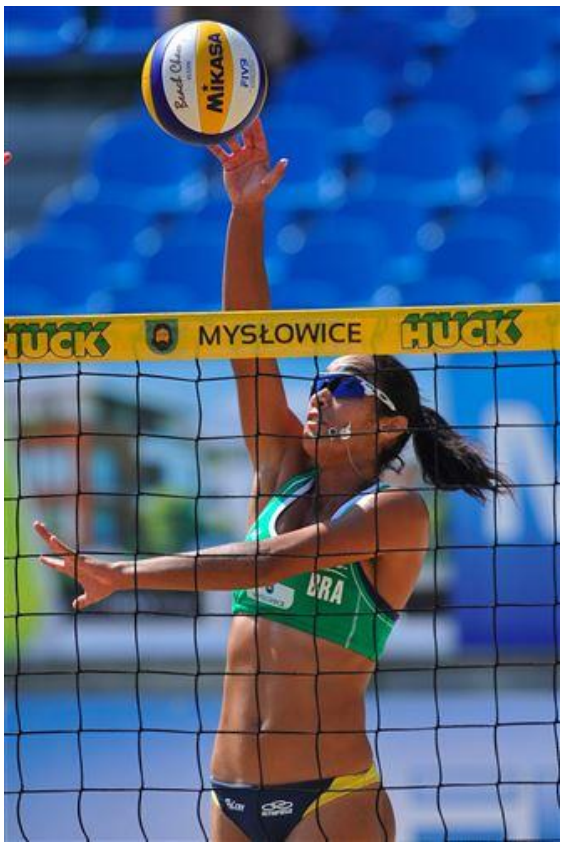
2. Continental Confederation or the FIVB (in case the Continental Confederation does not use the entire quota of 6 teams per gender in the main Draw and 5 teams in the qualification, the FIVB may fill the roster of the event through reserve teams or (in priority from the top to the bottom):

   A. National Federations hosting FIVB Beach Volleyball SENIOR WORLD CHAMPIONSHIPS 2013 and FIVB Beach Volleyball 2014 events (in priority WORLD TOUR GRAND SLAM and then OPEN events);
   B. National Federations hosting Challenger and/or Satellite events and/or Continental Cup;
   C. National Federations with the best players featured in the FIVB World Ranking;
   D. National Federations promoting continental events at grass roots activities.

A. Host Country teams

The Host Country may enter more teams as the 2 teams in the main draw in the reserve list. .). If the 36 team roster in the main draw has not been filled and no qualification tournament was played, the Organizers may request that additional Host Country teams be allowed to fill the empty spots. This will be on the condition that the teams are registerd previous on the reserve list and attend the Preliminary Inquiry and Technical Meeting.

The FIVB reserves the right if needed to fill the roster of the qualification tournament with teams in the reserve list following the selection criteria (foreign countries and/or host country). These teams must have attended the Preliminary Inquiry and Technical Meeting. Any costs related to this attendance will be at the charge of the team(s).



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B. Entry Deadlines

-60 days	The Continental Confederation to send to the FIVB the dedicated form Age Group_ Entry List (see attachment) to enlist all participating teams as per Continental quota for Main Draw, Qualification tournament and reserve teams
-59 until -50 days	The NFs as per Continental quota in the Main Draw and in the qualification tournament as well as reserve teams to enter their selected teams in the BVIS by latest -50 days prior to the event. Also, NF to upload the necessary documents for the athletes' eligibility in the VIS2009. The National Federations to send their application to enter in the qualification tournament any eventual reserve teams (if any and agreed with their corresponding Confederations).
From -49 to -45 days	FIVB to verify all the information received by the NFs concerning the athlete's eligibility. Hosting NF to send out a letter of invitation to enable the participating NFs to start the procedure to secure the visas for their athletes and head of delegations.
-45 days	The FIVB issues the confirmed teams' lists with all the eligible teams in the main draw, qualification and reserve teams. The National Federations to enter their team(s) by name in the BVIS in case a Continental Confederation does not use the total quota of 6 teams per gender or in case the NFs wish to be in the reserve teams in case of a last minute withdrawal;
-44 days	THE HOSTING NF to send out the event's regulations and the list to all the participating NFs/Confederations, officials concerned and FIVB agencies & FIVB suppliers

C. Withdrawals and sanctions

Up to -45 days prior to the start of the event
Before the entry deadline, –45 days prior to the beginning of the tournament, any teams wishing to withdraw from the 2014 FIVB Age Group World Championships and/or change the composition of their team have at any time the possibility to:

- withdraw their team from the tournament through their National Federation ;
- alter the composition of their team through their National Federation.

Each participating National Federation may at any time delete a team registered in the event through the BVIS.

Each participating National Federation may also change the composition of a team entered through the BVIS.

D. Confirmed List (-45 days up to Friday preceding the event)

- Once the confirmed list of teams is issued by the FIVB (-45 days), the FIVB is then the only entity able to withdraw or change a team's composition upon receipt of the duly completed BVB/03 form
- No official withdrawal will be accepted by the FIVB if not requested in time and in writing through the BVB/03 form.
- In case of withdrawal of an athlete entered in an Age Group World Championships event, the National Federation/athletes concerned must inform the FIVB whether the athlete will be substituted or not through the BVB/03 form.
- Medical certificate or proof of "force majeure" is needed within this period of time.

E. Last Minute Withdrawal

(Friday preceding the event up to - 1 minute before the Main Draw Tournament Technical Meeting)
Athletes who fail to attend the Preliminary Inquiry and the Technical Meeting of the qualification/main draw tournament will be exempt from any fine only if the National Federation provides to the FIVB via email proof of "force majeure" or a medical certificate related to the withdrawal and/or change of team composition. If a team is withdrawn or a team composition changed after the confirmed list has been sent a Medical Certificate or other proof of "force majeure" must be provided at the latest during the qualification tournament/main draw Technical Meeting (depending on the position of the team). If no such documentation is provided, the FIVB will apply a USD 500 fine.

The FIVB Technical Supervisor must notify the FIVB Beach Volleyball department immediately if any such fines must be applied.

The fine must be paid before the start of the next FIVB event in the calendar in which the team concerned would like to take part.

If there are no events in the calendar after the event where the fine is issued, the fine must be paid no later than 30 days from the notification of the sanction. Proof of payment must be sent via email to the FIVB. Athletes who have not communicated their travel itineraries to the organizers and who arrive late for the Technical Meeting (i.e after the seeding is made) will be registered as a no show and automatically withdrawn from the competition by the FIVB Technical Supervisor. A fine may also be applied.

Should it be proven that a National Federation is responsible for not communicating to the FIVB a player's medical certificate for their withdrawal from an event, the National Federation shall be fined instead of the player concerned.

No changes to the composition of teams enrolled in the tournament can be made after the beginning of the qualification Technical Meeting.

The FIVB website will be updated after every withdrawal/change of team composition approved by the FIVB once the confirmed list has been issued. Notification for last minute withdrawals (i.e. on the day of a Technical Meeting) must be sent via email to the FIVB Beach Volleyball Department beach@fivb.org, the organizers of the event and to the FIVB Technical Supervisor at the venue office.

The following policy must apply in order to clarify the withdrawal process of teams (and their consequent replacement): If a team or teams inform the FIVB before the start of the qualification technical meeting of their withdrawal from the event, the FIVB will then fill the spot with the next ranked team from the same Continental Federation either from the qualification or the reserver list.

If a team or teams inform the FIVB after the qualification technical meeting of their withdrawal the spot will be filled by a lucky loser draw.

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F. Late Arrival and No Show

If a team or player is confirmed absent from the Technical Meeting by the Technical Supervisor, a fine will be issued in the amount of USD 100 (qualification tournament) or USD 200 (main draw tournament) per player... The following two examples are aimed at providing more clarity on the procedures used to determine if a team/player is disqualified from the tournament if they do not attend the Technical Meeting:

Example #1: An entire team or one player from the team is missing from the main draw Technical Meeting, but was witnessed to be present at the venue, or has checked into the hotel (Technical Supervisor has other relevant information that this team is present at the event, but not in the meeting). No withdrawal information was received by the FIVB or Technical Supervisor in due time. In this case, the team will be considered entered in the tournament, but will be fined the appropriate amount for their absence at the meeting. If the team or player does not report to their first match in the relevant tournament, it will be considered a forfeited match.

Example #2: An entire team or one player from the team is missing from the main draw Technical Meeting, and was NOT witnessed by any other person (.e.g. Technical Supervisor, players, coaches, other team delegates from that country, etc.) to be present at the venue, and has not checked into the hotel. No withdrawal information was received by the FIVB or Technical Supervisor in due time. In this case, after exhausting any possible method to determine if the team or player(s) are present, the team will be disqualified from the tournament.

6.3 SEEDING CRITERIA

The purpose of the Ranking is to accurately place all participating athletes in the main draw and qualification tournament based on time of the respective technical meeting (qualification / main draw).

Points will be allocated by the following criteria for Main Draw Round Robin Phase.

1. U19/U21/U23 World Championships 2013 Final Event Ranking (U19 & U21 categories only; U23 will earn points as per the 2013 FIVB Senior World Ranking);
2. Only the first result of a country will be taken into consideration;
3. If a country has more teams in the event, only the first team will have the benefit of the points. All remaining teams will have 0 points;
4. The first host country team will be seed 1. The 2nd host country team will be seed 6;

Countries will receive the following points according to their final ranking positions:

Final Ranking	Points
1st	41
2nd	40
3rd	39
4th	38
5th	37
9th	33
17th	25
25th	17
33rd	9
41st	1

5. Breaking seeding ties: Teams' and individuals participation in the previous year's edition (if applicable) will be taken into consideration to break possible ties as follows:
    A. Teams' participation;
    B. Team's finish;
    C. Individual players' participation;
    D. Individual players' finish;
    E. Drawing of lots.

A. Main Draw – Pool Distribution

The main draw will be played with 6 pools with 4 teams. The seeding in the main draw will be done as follows:

- Seed 1: 1st host country team
- Seed 6: 2nd host country team
- Seed 2: highest seeded team base on the countries best finish at the corresponding 2013 Age Group event;
- Seed 3-X: teams seeded in priority based on points earned at previous years' events

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- Points for the seeding for all the remaining teams will be allocated based on the country's best finish at the corresponding 2013 Age Group event.
- No teams from the same country are allowed in the same pool

B. FIVB World Ranking points

Participating athletes in the Under 19, Under 21 and Under 23 World Championships will be allocated FIVB World Ranking points as follows:

Position	Points earned
1st	140
2nd	126
3rd	112
4th	98
5th	84
9th	70
17th	56
25th	42
33rd	-
37th	-

6.4 COMPETITION & MATCH FORMAT

A. Competition Format

The competition format is based on a qualification tournament and a main draw. A total 114 matches will be played per gender's event.

1. Qualification tournament

1 day single elimination with a maximum of 24 teams to qualify 4 teams into the Main Draw and to fill any vacancy (ies) in the Main Draw due to withdrawals of Main Draw teams. A different format may be agreed on site between the Technical Supervisor and the Organizers if at the preliminary inquiry only between 8 and 16 teams attend.

2. Main Draw

Preliminary phase

The main draw consists of 36 teams and is based on a pool play with 6 pools, 6 teams each pool followed by single elimination format. After the pool games, all teams placed 1st, 2nd , 3rd and 4th in each pool will automatically qualify to the single elimination phase (total 24 teams).Total matches: 90

Final phase

2-3 days' single elimination with 24 qualified teams. The winner of the semifinal games will play the gold medal match while the loser of the semifinal will play the bronze medal match. Total matches: 24

In the main draw any different competition format other than the one above must be agreed upon by the FIVB and the ORGANIZER.

3. Continental Quota

- In the main draw 6 teams per gender per Continental Confederation, in the qualification 5 teams per gender per Continental Confederation and as reserve 4 teams per gender per Continental Confederations;
- 2 teams per gender host country;

4. Country Quota

- 1 team per gender's event per country is accepted; however a 2nd team from a same country may be selected if needed to fill the roaster;
- 2 host country teams per gender's event;
- Exceptionally a second team per country may be accepted as reserve teams

After the pool games, teams from the same pool may encounter each other again only from the quarter finals.

The winners of the 2 semi–finals play the final for the 1st and 2nd place while the losers play the final for the 3rd and 4th place.

The rules for Pool Ranking are:

- Winner earns 2 points;
- Loser earns 1 point for the match.

In case of an injury forfeit of a team (team is at the court on time for the start of their match, however cannot start the match due to injury), the winning team with be awarded 2 points for the win, a set score of 2:0, and little points of 0:0, 0:0. The losing team will be awarded 1 match point, a set score of 0:2, and little points

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of 0:21. 0:21. The score sheet however will reflect a score of 2:0 (0:0, 0:0).

In case of an injury forfeit or an eventual disqualification of a team after the start of the match (as an example BRA is leading AUS 6:4 in the first set and AUS is injured at this point and cannot continue the match), the winning team will be awarded 2 points for the win, a set score of 2:0, and little points of 6:4, 0:0. The losing team will be awarded 1 match point, a set score of 0:2, and little points of 4:21. 0:21. The score sheet however will reflect a score of 2:0 (6:4, 0:0).

In case of a forfeit due to no show of the team before the start of their match, the winning team will be awarded 2 points for the win, a set score of 2:0, and little points of 0:0, 0:0. The losing team will be awarded 0 match points, a set score of 0:2, and little points of 0:21. 0:21. the score sheet however will reflect a score of 2:0 (0:0, 0:0). The forfeiting team will also be subject to a sanction.

In case of a tie in the Pools, during the Round Robin, the following rules will apply:

Between two teams:

- If teams have played against each other, the winner of the head to head match is ranked higher;
- If teams concerned have not played against each other, their ranking is determined by the little points' ratio between all teams in the pool;
- If a tie still exists by points' ratio then the teams have the same position in ranking.

Between more than two teams:

- If teams have a tie in the main points, then the top ranked team is determined by the little points' ratios in the matches between the tied teams;
- If a tie still exists then the teams have the same position in the ranking.

In case of a tie in the Pools, at the end of Round Robin, the following rules will apply:

Between two teams:

- The winner of the head to head match is ranked higher.

Between more than two teams:

- The top ranked team is determined by the little points' ratios in the matches between the tied teams.
- If a tie still exists then the top ranked team is determined by the little points' ratio between all teams in the pool.
- If a tie still exists then the top ranked team is determined by the tournament seeding (the highest seed of the tied teams is the top ranked teams).
- If a tie still exists then a draw of lots will be carried out.
- The second ranked team is determined by the head-to-head match result between the two remaining teams.

B. Match Format

All matches, including the final game, are played according to the Rally Point Scoring System.
All matches will be the best two (2) out of three (3) sets. A match is won as soon as a team first wins two (2) sets. The first two sets are played to 21 points, won with a margin of two points. Switch court occurs every 7 total points (e.g.: 4-3, 9-5, etc.). One (1) technical time out (of 30 seconds in length) occurs at 21 total points (e.g.: 11-10 or 12-9) during the first two sets. Each team is entitled to one (1) additional time out (of 30 seconds in length) per set.

The third eventual set (deciding set) is played to 15 points won by a margin of two points. Switch court occur every 5 total points (e.g.: 3-2, 6-4, etc.). There is no technical time out in the third set. Each team is entitled to one (1) time out (of 30 seconds in length) in the third set. Intervals between sets must last one (1) minute each.
Only one (1) injury time-out per match is allowed for each athlete. Personal medical assistance of the team is allowed on court (the 5 minutes time-out for medical assistance starts once the appropriate official tournament medical staff enters the court) and the players are responsible to request the relevant medical assistance among the official staff assigned on site (physiotherapist or doctor). If the team's medical staff succeeds in resolving the case within a shorter period of time (less than 5 minutes), the Referee is not required to wait for the arrival of the accredited medical staff.

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A. Testing of Rules

In 2014 new rules will be tested at Age Group Events. At U21 and U23 Age Group events: Rules to be applied at the test (difference between existing ruling and ruling to be tested is in yellow).

Existing ruling		Ruling to be tested	
9.1	**TEAM HITS** A hit is any contact with the ball by a player in play. Each team is entitled to a maximum of three hits for returning the ball over the net. If more are used, the team commits the fault of “FOUR HITS”.	**9.1**	**TEAM HITS** A hit is any contact with the ball by a player in play. The team is entitled to a maximum of three hits (in addition to blocking), for returning the ball. If more are used, the team commits the fault of "FOUR HITS".
14.4	**BLOCK AND TEAM HITS**	**14.4**	**BLOCK AND TEAM HITS**
14.4.1	A blocking contact is counted as a team hit. The blocking team will have only two more hits after a blocking contact.	14.4.1	A block contact is not counted as a team hit. Consequently, after a block contact, a team is entitled to three hits to return the ball.
14.4.2	The first hit after the block may be executed by any player, including the one who has touched the ball during the block.	14.4.2	The first hit after the block may be executed by any player, including the one who has touched the ball during the block.

At U17 and U19 Age Group events: Rules to be applied at the test (difference between existing ruling and ruling to be tested is in yellow).

Existing ruling		Ruling to be tested	
9.2	**CHARACTERISTICS OF THE HIT**	**9.2**	**CHARACTERISTICS OF THE HIT**
9.2.1	The ball may touch any part of the body.	9.2.1	The ball may touch any part of the body.
9.2.2	The ball must not be caught or thrown. It can rebound in any direction.	9.2.2	The ball must not be caught and/or thrown. It can rebound in any direction.
	Exceptions:		
9.2.2.1	in defensive action of a hard driven ball. In this case, the ball contact can be extended momentarily overhand with the fingers.		
9.2.2.2	if simultaneous contact with the ball over the net by the two opponents leads to an extended contact.		
9.2.3	The ball may touch various parts of the body, provided that the contacts take place simultaneously.	9.2.3	The ball may touch various parts of the body, provided that the contacts take place simultaneously.
	Exceptions:		Exceptions:
9.2.3.1	at blocking, consecutive contacts may be made by one or more players, provided that they occur during one action;	9.2.3.1	at blocking, consecutive contacts may be made by one or more player(s), provided that the contacts occur during one action;
9.2.3.2	at the first hit of the team, unless it is played overhand using fingers (exception Rule 9.2.2.1), the ball may contact various parts of the body consecutively, provided that the contacts occur during one action.	9.2.3.2	at the first hit of the team, the ball may contact various parts of the body consecutively, provided that the contacts occur during one action.

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Note: The first hit includes :

- Reception of service
- Contact from an opponent's attack hit
- Contact after an opponent's block
- Contact after own block

Coaches will be allowed in all Age Group events to sit at the player's area and interact with his/her players during warm-up, time-out, technical time-out as well as at switch of the court and in between sets. Find details of "Specific Competition Regulations" below. Further information concerning coach's accreditation, dress code, etc will be featured in the Events' regulations.

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6.5 COMPETITION & MATCH PROGRAMME

A. Warm–Up

The time allowed for teams warm–up on the court for the main draw must be decided by the Competition Director and the FIVB Technical Supervisor. Warm–up on the official court cannot last less than 3 minutes. The FIVB Technical Supervisor must inform the athletes during the Technical Meeting about the minimum of time allocated for warm– up on all (official) courts, of the distance from the warm–up courts to the official courts, and of the procedures to follow in order to utilize the available courts.
In case no warm–up courts are available during the event, teams are allocated a warm–up time of 15 minutes on the assigned court.

B. Break between two matches

In general, between 1.5 hrs and 2.0 hrs should be allocated under extreme circumstances and/or live televised matches, where the time between each match should not be less than 50 minutes, this will be decided by the FIVB Technical Supervisor on-site. The duration of the break between 2 consecutive matches must be communicated to all the participating athletes during the Technical Meeting.
Athletes who play at night must not play early the next morning in order to receive ample rest time.

C. Number of matches per day

Each team may not play more than 3 matches per day during the main draw competition. In exceptional cases the FIVB Technical Supervisor may however require from the athletes to play more than 3 times in one day in order to recover from any interruptions of time. In principles the FIVB will not allow organizers to schedule more matches in order to eliminate teams to cut costs on board and lodging for example.

D. Standard Competition Schedule

6 DAYS COMPETITION (PARALLEL)

1 st day (Tuesday)
Qualification Matches – 40 matches

2nd day (Wednesday)
Main Draw Pool Matches – 72 matches

3rd day (Thursday)
Main Draw Pool Matches – 72 matches

4th day (Friday)
Main Draw Pool Matches and Main Draw Round of 24, Single Elimination – 52 matches

5th day (Saturday)
Main Draw Round of 24, Single Elimination – 24 matches

6th day
Semi-finals, Gold and Bronze Medals – 8 matches

Match order in each pool

	P1	P2	P3	P5	P5	P6
P1						
P2	13					
P3	10	8				
P5	7	5	3			
P5	4	2	15	12		
P6	1	11	6	14	9	

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E. Possible Schedule

The Competition Director / Promoter / HTVB must decide at the beginning which gender play the final first and put this gender always in the top and keep this order until the end.

Tuesday	1st day QT 24 teams, down to 4 = 20 matches each gende; total max 40 matches					
	Court 1	Court 2	Court 3	Court 4	Court 5	Court 6
09:00	M QT 1	M QT 2	M QT 3	M QT 4	W QT 1	W QT 2
09:50	M QT 5	M QT 6	M QT 7	M QT 8	W QT 3	W QT 4
10:40	W QT 5	W QT 6	W QT 7	W QT8		
11:30	M QT 9	M QT 10	M QT 11	M QT 12		
12:30	M QT 13	M QT14	M QT15	M QT 16		
13:20	W QT 9	W QT 10	W QT 11	W QT 12		
14:10	W QT 13	W QT 14	W QT 15	W QT 16		
15:00	M QT 17	M QT 18				
16:00	M QT 20	M QT 19	W QT 17	W QT 18		
17:00	W QT 19	W QT 20				
Wednesday	2nd day MD 1st day 2 rounds in the pool (6 matches per pool = 36 matches per gender, total of 72 matches)					
	Court 1	Court 2	Court 3	Court 4	Court 5	Court 6
08:00	M MD 1 (A)	M MD 2 (A)	M MD 3 (A)	W MD 4 (B)	W MD 5 (B)	W MD 6 (B)
08:50	W MD 1 (A)	M MD 4 (B)	M MD 5 (B)	M MD 6 (B)	W MD 2 (A)	W MD 3 (A)
09:40	M MD 7 (C)	M MD 8 (C)	M MD 9 (C)	W MD 7 (C)	W MD 8 (C)	W MD 9 (C)
10:30	M MD 10 (D)	M MD 11 (D)	M MD 12 (D)	W MD 10 (D)	W MD 11 (D)	W MD 12 (D)
11:30	W MD 16 (F)	M MD 13 (E)	M MD 14 (E)	M MD 15 (E)	W MD 17 (F)	W MD 18 (F)
12:20	M MD 16 (F)	M MD 17 (F)	M MD 18 (F)	W MD 13 (E)	W MD 14 (E)	W MD 15 (E)
13:10	M MD 19 (A)	M MD 20 (A)	M MD 21 (A)	W MD 22 (B)	W MD 23 (B)	W MD 24 (B)
14:00	W MD 19 (A)	M MD 22 (B)	M MD 23 (B)	M MD 24 (B)	W MD 20 (A)	W MD 21 (A)
15:00	M MD 25 (C)	M MD 26 (C)	M MD 27 (C)	W MD 25 (C)	W MD 26 (C)	W MD 27 (C)
15:50	M MD 28 (D)	M MD 29 (D)	M MD 30 (D)	W MD 28 (D)	W MD 29 (D)	W MD 30 (D)
16:40	W MD 34 (F)	M MD 31 (E)	M MD 32 (E)	M MD 33 (E)	W MD 35 (F)	W MD 36 (F)
17:30	M MD 34 (F)	M MD 35 (F)	M MD 36 (F)	W MD 31 (E)	W MD 32 (E)	W MD 33 (E)
Thursday	3rd day MD 2nd day 2 rounds in the pool (6 matches per pool = 36 matches per gender, total of 72 matches)					
	Court 1	Court 2	Court 3	Court 4	Court 5	Court 6
08:00	M MD 37 (A)	M MD 38 (A)	M MD 39 (A)	W MD 40 (B)	W MD 41 (B)	W MD 42 (B)
08:50	W MD 37 (A)	M MD 40 (B)	M MD 41 (B)	M MD 42 (B)	W MD 38 (A)	W MD 39 (A)
09:40	M MD 43 (C)	M MD 44 (C)	M MD 45 (C)	W MD 43 (C)	W MD 44 (C)	W MD 45 (C)
10:30	M MD 46 (D)	M MD 47 (D)	M MD 48 (D)	W MD 46 (D)	W MD 47 (D)	W MD 48 (D)
11:30	W MD 52 (F)	M MD 49 (E)	M MD 50 (E)	M MD 51 (E)	W MD 53 (F)	W MD 54 (F)
12:20	M MD 52 (F)	M MD 53 (F)	M MD 54 (F)	W MD 49 (E)	W MD 50 (E)	W MD 51 (E)
13:10	M MD 55 (A)	M MD 56 (A)	M MD 57 (A)	W MD 58 (B)	W MD 59 (B)	W MD 60 (B)
14:00	W MD 55 (A)	M MD 58 (B)	M MD 59 (B)	M MD 60 (B)	W MD 56 (A)	W MD 57 (A)
15:00	M MD 61 (C)	M MD 62 (C)	M MD 63 (C)	W MD 61 (C)	W MD 62 (C)	W MD 63 (C)
15:50	M MD 64 (D)	M MD 65 (D)	M MD 66 (D)	W MD 64 (D)	W MD 65 (D)	W MD 66 (D)
16:40	W MD 70 (F)	M MD 67 (E)	M MD 68 (E)	M MD 69 (E)	W MD 71 (F)	W MD 72 (F)
17:30	M MD 70 (F)	M MD 71 (F)	M MD 72 (F)	W MD 67 (E)	W MD 68 (E)	W MD 69 (E)
Friday	4th day MD 3rd day 1 round in the pool (3 matches per pool, and 1/16 final = 26 matches per gender, total of 52 matches)					
	Court 1	Court 2	Court 3	Court 4	Court 5	Court 6
08:00	M MD 73 (A)	M MD 74 (A)	M MD 75 (A)	M MD 76 (B)	M MD 77 (B)	M MD 78 (B)
09:00	M MD 79 (C)	M MD 80 (C)	M MD 81 (C)	M MD 82 (D)	M MD 83 (D)	M MD 84 (D)
10:00	M MD 88 (F)	M MD 85 (E)	M MD 86 (E)	M MD 87 (E)	M MD 90 (F)	M MD 90 (F)
11:00	W MD 73 (A)	W MD 74 (A)	W MD 75 (A)	W MD 76 (B)	W MD 77 (B)	W MD 78 (B)
12:00	W MD 79 (C)	W MD 80 (C)	W MD 81 (C)	W MD 82 (D)	W MD 83 (D)	W MD 84 (D)
13:00	W MD 88 (F)	W MD 85 (E)	W MD 86 (E)	W MD 87 (E)	W MD 90 (F)	W MD 90 (F)
14:00	M MD 91 (1/16)	M MD 92 (1/16)	M MD 93 (1/16)	M MD 94 (1/16)		
15:00	M MD 95 (1/16)	M MD 96 (1/16)	M MD 97 (1/16)	M MD 98 (1/16)		
16:00	W MD 91 (1/16)	W MD 92 (1/16)	W MD 93 (1/16)	W MD 94 (1/16)		
17:00	W MD 95 (1/16)	W MD 96 (1/16)	W MD 97 (1/16)	W MD 98 (1/16)		
Saturday	5th day MD 4th day 1/8 and 1/4 finals (12 matches per gender, total of 24 matches)					
	Court 1	Court 2	Court 3	Court 4	Court 5	Court 6
09:00	M MD 99 (1/8)	M MD 100 (1/8)	M MD 101 (1/8)	M MD 102 (1/8)		
10:00	M MD 103 (1/8)	M MD 104 (1/8)	M MD 105 (1/8)	M MD 106 (1/8)		
11:00	W MD 99 (1/8)	W MD 100 (1/8)	W MD 101 (1/8)	W MD 102 (1/8)		
12:00	W MD 103 (1/8)	W MD 104 (1/8)	W MD 105 (1/8)	W MD 106 (1/8)		
13:00	M MD 107 (1/4)	M MD 108 (1/4)				
14:00	M MD 109 (1/4)	M MD 110 (1/4)				
15:00	W MD 107 (1/4)	W MD 108 (1/4)				
16:00	W MD 109 (1/4)	W MD 110 (1/4)				
17:00						
Sunday	6th day MD 5th day 1/2 final and finals (4 matches per gender, total of 8 matches)					
	Court 1	Court 2	Court 3	Court 4	Court 5	Court 6
09:00	M MD 111	1/2 final				
10:00	M MD 112	1/2 final				
11:00	W MD 111	1/2 final				
12:00	W MD 112	1/2 final				
13:00	M MD 113	bronze				
14:00	W MD 113	bronze				
15:00	M MD 114	gold				
16:00	W MD 114	gold				

F. Bracket for single elemination phase

Rule for drawing: Teams from the same pool can't meet each other in the first 2 rounds (1/16 and 1/8) independent of the country.

1/16 final looser 17th	1/8 final looser 9th	1/4 final looser 5th	1/2 final	bronze final	gold final
Friday	Saturday	Saturday			
	PA 1st				
Draw 3 3rd Pools A - D	*#99*	Winner #99			
#91	*Winner #91*				
Draw 4 3rd and 4th pool E / F		*#107*	Winner #107		
	Draw 1 2nd Pool E / F				
Draw 2 2nd Pools A - D	*#100*	Winner #100			
#92	*Winner #92*				
Draw 5 4th Pools A - D			*#111*		Winner #111
	PE 1st				
Draw 2 2nd Pools A - D	*#101*	Winner #101			
#93	*Winner #93*			Looser #111	
Draw 5 4th Pools A - D		*#108*	Winner #108		
	PC 1st				
Draw 3 3rd Pools A - D	*#102*	Winner #102			
#94	*Winner #94*				
Draw 4 3rd and 4th pool E / F				*#113*	*#114*
	PD 1st				
Draw 3 3rd Pools A - D	*#103*	Winner #103			
#95	*Winner #95*				
Draw 4 3rd and 4th pool E / F		*#109*	Winner #109		
	PF 1st			Looser #112	
Draw 2 2nd Pools A - D	*#104*	Winner #104			
#96	*Winner #96*				
Draw 5 4th Pools A - D			*#112*		Winner #112
	Draw 1 2nd Pool E / F				
Draw 2 2nd Pools A - D	*#105*	Winner #105			
#97	*Winner #97*				
Draw 5 4th Pools A - D		*#110*	Winner #110		
	PB 1st				
Draw 3 3rd Pools A - D	*#106*	Winner #106			
#98	*Winner #98*				
Draw 4 3rd and 4th pool E / F					

G. Official Rules of the Game and Referee Instructions

The Official Beach Volleyball Rules approved and published by the FIVB will be in force from 2013-2016.
The Official Beach Volleyball Rules can be found on the FIVB Website as follows: http://www.fivb.org/EN/Refereeing-Rules/RulesOfTheGame_BVB.asp) and the 20163 Refereeing Guidelines and Instructions as follows

http://www.fivb.org/EN/Refereeing-Rules/Documents/FIVB_VB_Refereeing_Guidelines_and_instructions_2013_final.pdf:

These can be easily copied and distributed to the referees, line judges, scorers, athletes, journalists, etc.

The Official Beach Volleyball Rules apply to all FIVB Beach Volleyball international competitions, including the World Championships, World Tour events, Continental Circuits, National Circuits and any tournament sanctioned by the FIVB, by the Continental Confederations and by the National Federations.

7. SPECIFIC REGULATIONS AND SANCTIONS

7.1 GENERAL

- Pursuant to the powers invested in it by the FIVB Constitution, the FIVB Board of Administration adopted in 2013 the "FIVB Disciplinary Regulations."
- FIVB Members are subject to the FIVB Constitution, Regulations and all decisions taken by the relevant FIVB institutions and follow strictly their terms and provisions.
- Violations will be sanctioned under the provisions of the Disciplinary Regulations which apply, without distinction, to any discipline (Volleyball, Beach Volleyball) under the FIVB authority, except when otherwise provided.
- Lack of knowledge of the provisions of the FIVB Constitution and Regulations may not be considered as an excuse.
- National Tours, clubs, teams and their leaders, managers, coaches, athletes, referees and all those participating in the activities of a National Federation must follow strictly the rules, regulations and decisions of the Control Committees or FIVB Representatives of the competitions in which they take part.
- Organisers, National Federations and athletes breaching the FIVB Constitution and Regulations or other rules included in the Handbook are subject to sanctions established in the FIVB Disciplinary Regulations and this Handbook.

7.2 THE ORGANIZERS

- It is understood that National Federations attending the FIVB World Congress retain their right to make final decisions related to the Rules of the Game, athletes' participation, eligibility and registration in international events as well as any other proposal affecting FIVB decisions, budget, Constitution and General Regulations.
- Organisers have legal authority and sufficient commercial recognition in their country to undertake promotional organisation and commercial exploitation of sporting events.
- Organizers are requested to be insured in case an event is cancelled. If Organizers do not present to the Technical Supervisor the Official Security Certificate for temporary tribunes and/or the necessary insurance before the start of the competition as well as an official statement of the local police authority to guarantee the appropriate level of security at the event, the Technical Supervisor has the authority to suspend the event. In this case, Organizers must reimburse the athletes for any airplane tickets purchased. In case a tournament is cancelled or postponed due to"force majeure" the participating athletes (including those already arrived at the event) will receive a reimbursement from the Organisers for the amount equivalent to their travel expenses for the tournament.
- The athletes concerned will be reimbursed in the following order of priority:
- Teams already arrived on site;
- Teams in transit that have not yet reached the host country but have already used part of their ticket;
- Teams who have not yet reached the host country destination but are in possession of a non-refundable ticket.

Organizers are responsible for reimbursing the penalty fee (after the confirmation of the event concerned and within 21 days from the start of the event) related to the cancellation of the tickets of FIVB officials/delegates and athletes (upon receipt of a copy of the airplane ticket, as well as the related cancellation policy/fee) and for bearing the costs related to the shipment of the FIVB sponsors' materials (Mikasa balls, uniforms, etc).

Should material aspects of the Master Plan (as determined solely by the FIVB) not be respected by a promoter, the FIVB is required to inform, 45 days before the start of the event, all participating National Federations about the risk of a cancellation. Should the cancellation be confirmed 30 days or more before an event neither the FIVB nor the Organisers will be held accountable for reimbursing the parties concerned for any penalty fees related to airplane tickets, visa costs, etc.

Teams holding tickets that can be used again or refunded are not eligible for reimbursement. The FIVB is not responsible for any reimbursement and/or payment of any Prize Money/Bonus Pool to any athletes in the case of a postponement or cancellation of a tournament.

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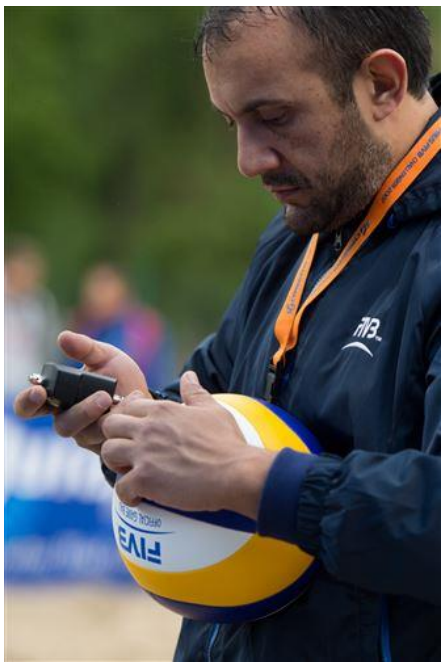
No FIVB World Ranking points are awarded in the case of tournament being cancelled.

Organizers must not expose athletes, FIVB Officials and spectators to any danger or risk of injury whatsoever. In case of any breach, sanctions will be applied in accordance with the FIVB Regulations and this Handbook. The FIVB Technical Supervisor can stop a match/event for any reason whatsoever should he/she feel a threat to the athletes' and/or spectators' physical well-being (e.g. severe weather conditions, storm, earthquake, high tides, riot, disease, national state of emergency, war or any other case of "force majeure").Before taking such a decision, the FIVB Technical Supervisor must consult with the Organising Committee of the tournament. Athletes and Officials must then be informed about the decision through the official Daily Bulletin. The FIVB Technical Supervisor may also call a meeting to inform all of those concerned.

- The FIVB will impose sanctions according to the FIVB Disciplinary Regulations and/or this Handbook on Organisers who do not comply with the most important standards included in the Handbook requirements, especially those related to finance and marketing issues.
- If necessary, a Promoter may be requested to modify the quality of the sand used if judged inadequate after analysis and a deadline for this change will be set. Organisers that do not comply with the FIVB sand regulations despite receiving a request to modify the sand from the FIVB, may face further sanctions (up to USD 100,000). The event may be cancelled if the quality of the sand is not acceptable and/or may lead to injuries.
- The FIVB will continue to apply sanctions to Organizers in cases of non compliance with the FIVB Regulations affecting the quality of the event and the promotion of the entire property.

  Penalties ranging from USD 500 to USD 25,000 can be applied if Organizers do not respect the obligations agreed by the Beach Volleyball Councils or outlined in the Handbook. In case of material breach of the FIVB-NF/Promoter Agreement, the contract can be terminated and the Organisers may be required to pay for the damages caused to the parties concerned.Sanctions may be also applied in the event of infringement by the Organiser of the rule concerning the staging of another international sport event in the same venue (one month prior to the start of the event and until fifteen (15) days after the staging of the event).



- An Extra Clinic for local referees, auxiliary officials and key court personnel is mandatory for any promoters hosting their first edition of an FIVB Beach Volleyball Age Group World Championships, or judged to be below the required level by the Referee Delegate of the previous edition.
- If Organizers decide to withdraw from the organization of an event after having signed the FIVB-NF/Promoter Agreement for a reason not covered by "force majeure" circumstances, they will be fined USD 50,000 per gender, as per the FIVB-NF/Promoter Agreement. This amount must be paid within thirty (30) days of receiving notification of the sanction from the FIVB (refer to art. 13.2 of the Standard Agreement).
- Organizers who fail to provide a secured and locked storage room for all equipment (such as balls, posts, nets, lines, scoreboards, ball speed device, panels, info boards, water hoses, wind sleeves, towels, rakes, etc.) will be held accountable for any loss or damage and/or any resulting delay to the competition schedule.
- Organisers must appoint a fluent English speaker able to resolve any Master Plan issues starting from the end of October of the year preceding the event onwards. Fines of up to USD 25,000 will be issued by the FIVB in case of any delays related to the Master Plan.

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- A sanction up to USD 10,000 may be applied should the training courts (for men & women) not be available 2 days before the start of the event and up to USD 25,000 if the venue homologation (BVB/29) is not completed before the start of the event.

A monetary sanction will be enforced by the relevant FIVB Official(s), every time the Organizers do not comply with the Handbook requirements for refereeing and court personnel related matters including preparation in advance of all necessary administration, (e.g. submission of lists of official, confirmation of arrangements for the extra clinic (if applicable) and the referee clinic, etc.) set up and attendance of the extra clinic and the referee clinic and facilities in general, (e.g. meeting rooms, lounges with privacy, comfort and security, reliable transportation system, quality nutrition all day long, etc.)

Breach of organizational requirement as per Handbook	**Controller**	**Fine**
Deadline for submission of officials lists (Ref Manager, Ball checker, LJ, Sc, etc.): 2 months prior to the event	Ref Commissioner prior to the event	From USD 500 up to USD 2,500
Deadline for confirmation of extra clinic (if applicable) and standard referee clinic set up, etc: 1 month prior to the event	Ref Delegate prior to the event	From USD 500 up to USD 2,500
Set up requirements plus attendance of standard referee clinic and eventual extra clinic	Ref Delegate on site	From USD 1,000 up to USD 5,000
More than 10% changes made to the previously approved lists of Auxiliary Officials and/or insufficient quantities and/or quality for this area during the tournament	Ref Delegate on site	From USD 1,000 up to USD 5,000
Meeting room (equipment, location, size and privacy requirements)	Ref Delegate on site	From USD 1,000 up to USD 5,000
Separate lounges for Referees and Auxiliary Officials (location, security, size, comfort, availability of snacks, fruit and drinks)	Ref Delegate on site	From USD 1,000 up to USD 5,000
Quality and time appropriateness of main meals (breakfast, lunch and dinner). Lunch on site may be replaced by a good quality and sufficient supply of snacks, fruit and drinks.	Ref Delegate on site	From USD 1,000 up to USD 5,000
Transportation system (reliability and time appropriateness)	Ref Delegate on site	From USD 1,000 up to USD 5,000
Insufficient quantities and/or quality of court personnel area (Court Managers, assistants, ball-retrievers, rakers, scoreboard operators, athlete's assistants, etc.)	Ref Delegate pn site	From USD 1,000 up to USD 5,000
Note: a different policy may apply to first time events while fines may be adjusted on a case by case basis		

A monetary sanction will also be enforced by the Referee Delegate every time the Organizers do not comply with the Handbook requirements for court and competition equipment (e.g. mandatory supply of cell phones for use as the communication system to run the competition, reliable net systems, court lines meeting requirements, flat rakes, etc.).

Breach of sport equipment requirement as per Handbook	**Controller**	**Fine**
Mandatory supply of cellular phones for smooth running of the competition	Ref Delegate on site	From USD 500 up to USD 2,500
Alcohol test device	Ref Delegate on site	From USD 500 up to USD 2,500
Reliable net systems (allowing good cable tension, quick net height changes, not considered dangerous for athletes, etc.)	Ref Delegate on site	From USD 1000 up to USD 5,000
Appropriateness of easily adjustable court lines on all 4 corners, not considered dangerous for the athletes, not excessively light or elastic	Ref Delegate on site	From USD 1000 up to USD 5,000
Enough flat rakes (minimum 2 per court) in appropriate sizes (80 to 100cm long / 10 to 15cm high) and material (wood recommended)	Ref Delegate on site	From USD 1000 up to USD 5,000
Appropriateness of other court equipment, e.g. number 1 and 2	Ref Delegate on site	From USD 1000 up to USD 5,000

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paddles (same number on both sides), table scoreboard readable from either side, appropriate quantities and sizes of towels for LJs and B-r, numbers, flags, etc

Note: a different policy may apply to first time events. Fines may be adjusted on the basis of proportionality

7.3 THE ATHLETES

The Athlete must be fully aware of the Official Beach Volleyball Rules and competition regulations as per the Handbook and the FIVB Regulations (in particular the Disciplinary and Medical Regulations). Should the Athlete violate the above mentioned rules, the FIVB and/or the NF concerned have the right to take disciplinary action against the Athlete as deemed necessary by imposing a sanction or fine.

The FIVB will in all cases allow the Athlete concerned to argue their case prior to imposing a disciplinary fine higher than USD 5,000. Concerning finesgiven during an event, the Technical Supervisor shall personally inform the Athlete(s) concerned, in addition to posting such fines on the daily bulletin and shall obtain the Athlete(s) signature and acknowledgement of the fine in writing. In all cases, any fines and sanctions will be communicated to the National Federations, as well as the athlete(s) concerned by email if the fine is applied before the start of the event.

Prior to the start of each season and well in advance, the FIVB will make available the Age Group World Championships Handbook to all NFs, Athletes, sponsors and officials through its website. Athletes are registered with their country's National Volleyball Federation/Association and as such, this is the only association the FIVB recognizes as having the right to represent the Athletes' interests to the FIVB for any issues related to international Beach Volleyball events. No other association will be recognised bythe FIVB as having this right. The Athletes are also required to respect the conditions established in the FIVB Beach Volleyball Handbook which are applicable to all FIVB events.

Athletes and Officials directly or indirectly involved in any FIVB or FIVB-sanctioned events are not allowed to participate in any online betting and gambling activities associated with the FIVB Beach Volleyball World Championships (Senior and Age Group categories) and FIVB Beach Volleyball World Tour events.

A. Entry Procedures

Athletes who do not comply with the eligibility rules and/or who do not a) sign the 2013-2014 NF-Athlete Commitment BVB/01 (including the Health Certificate BVB/10) , b) successfully complete the FIVB Anti-Doping programme "Real Winner" or c) refuse to undergo a medical examination/doping control (if requested) will not be permitted to compete.

B. Late Entry

In the case of a late entry of a team being accepted by the FIVB and by the Organisers (between the NF entry deadline and Confirmed List):

- The team concerned loses its right to be entered in the Main Draw (even if they have the right according to the entry ranking) and is instead inserted at the bottom of the Qualification Tournament;
- A late entry fee of USD 200 per team must be paid to the FIVB within 24 hours after notification of the acceptance of the late entry is received.

7.4 OTHER

- Athletes participating in a Beach Volleyball National Tour outside the territory of their National Federation without having the written consent of their National Volleyball Federation, or in a National Tour not sanctioned by the host National Volleyball Federation, will be declared ineligible for FIVB competitions including the Olympic Games, World Championships and World Tour.
- –Following the decision of the FIVB Executive Committee in Tokyo on 25th November 2009, Athletes participating in events not authorized by the FIVB (as per the FIVB Constitution, Disciplinary Regulations and decisions) will be sanctioned by the FIVB with a period of ineligibility up to a ban for life from any and all FIVB competitions. A fine for a major offence may be additionally imposed. Each National Federation must contact the FIVB in case of any doubt in regards to the procedures for the enrolment of their Athletes in a specific event. A list of FIVB approved events is posted on the FIVB website.
- If a player appearing in the confirmed list of an event at -21 days but withdrawn due to

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an injury (notified through the BVB/03 form), is found to be playing a Volleyball and/or Beach Volleyball competition (including international, continental and national level), he/she may be sanctioned and/or suspended by the FIVB.

- Athletes who perform media interviews immediately after a match without the official athlete's top supplied by the FIVB uniform supplier, where a photograph or other video/broadcast footage is shot, will be subject to a fine of up to USD 300 per incident. The Media Operations Delegate on site should immediately report this to the Technical Supervisor so that the necessary actions can be taken to prevent a similar situation happening again.
- Athletes that are absent during the Awarding Ceremony will be fined up to USD 3,000.
- On court disputes shall be resolved in accordance with the FIVB Regulations with relevance to Protest Protocol directives and the sanction fee scale outlined below:

    - A progressive fee is applied (USD 100 for the first time at a given tournament, with a minimum of USD 500 for the second time and doubling after that) where the Protest Protocol is judged as "Rejected" by the Referee Delegate. If this occurs on Centre Court a USD 500 fine will apply for the first instance, with a minimum of USD 1000 for the second and doubling after that. The same fees shall apply in any situation where the first Referee, by calling the Referee Delegate on the court, applies the Protest Protocol sequence to a protest not meeting the criteria.
    - After a Level 2 protest has been officially recorded on the score sheet at the end of a match, all arguments must be presented in writing to the FIVB Technical Supervisor no later than 30 minutes after the end of the match and accompanied by a deposit of USD 500. A final verdict will be given by the Organising Committee no later than 2 hours after the protest has been submitted, or at the latest before the start of any matches eventually affected by the outcome of the procedure. Organising Committee members of the same nationality as the team making a protest will be excluded from the deliberations concerning the protest. The decision is final and no appeals will be granted.

Cases of abuses of Officials, personnel or equipment (e.g. shouting, pointing at Referees, kicking the ball, pulling the net, aggression, etc.) are subject to sanctions as per the FIVB Disciplinary Regulations and this Handbook and may lead to the disqualification of the Athlete/team. Any incidence of abuse of equipment,Officials or on court personnel by athletes which leads to a penalty or higher sanction from the Referee (to be judged in accordance with the Official Beach Volleyball Rules) shall incur a monetary sanction, depending on the nature of the offence, in accordance with the scale below:

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A. Equipment abuse

In this area we have differentiated between no damage and damage as this will dictate the time needed to rectify the situation. Should the offence occur during any matches played on Centre Court, this will be taken into consideration when establishing the consequences of the offence.

Consequences of the offence / Nature of the offence	**Simple offence with no further consequences**	**Match delay or equipment lost / replaced**	**Match delay or equipment lost / replaced for matches played on Centre Court**
Abuse of Balls, Athlete Areas and *Athlete Uniforms	USD 100 (*if replaced)	USD 250 (*if replaced with delay)	USD 500 (*if replaced with delay)
Abuse of Net System, Lines, Referee Stand, Advertising Panels and other offences similar in nature	USD 100	USD 500	USD 2,500

B. Abuse of Officials and On Court Personnel

In this area we have differentiated between verbal and non-verbal actions in relation to the level of the offence, as well as whether these actions arecommitted during any matches played on Centre Court, as this will contribute to the negative exposure of the sport of Beach Volleyball.

Consequences of the offence / Nature of the offence		**In a match played on outside courts**	**In any matches on Centre Court**
Verbal abuse leading to	**penalty**	USD 250	USD 500
	expulsion	USD 500	USD 2,500
Non-verbal abuse leading to	**penalty**	USD 250	USD 500
	expulsion	USD 500	USD 2,500
	disqualification	USD 2,500	USD 5,000

- The sanction applied by the referee and duly registered on the score sheet, will then be communicated to the Technical Supervisor who will be responsible for issuing the fine in accordance with the relevant fine scale (see “misconduct sanction fee scale”), and informing formally the athletes concerned.In case of athletes’ violations of the regulations that may lead to disqualification, the competence to take the final decision falls to the Organising Committee. The individuals directly concerned must be informed and invited to reply during the decision making process. Possible witnesses may be invited to testify. Athletes have the right to notify and be assisted by their athlete representative during the decision making process.

1. Others

- Athletes refusing to undergo doping control are automatically disqualified. The team concerned will lose the match (es) to its opponent by forfeit. Athletes who test positive during the doping control or commit any other type of anti-doping rule violation, may be suspended for up to 4 years for a first offence (please refer to the FIVB Medical Regulations currently in force). Any FIVB World Ranking points earned at the event concerned are not given/deducted.

- Athletes will be disqualified from the event if their team does not sign the score sheet.
- The FIVB Disciplinary Regulations are to be referenced in any additional circumstances

2. Appeal

- The nature/reason and date of athletes' fines will be posted in a confidential area within the Players' Database
- Protests based on the Official Beach Volleyball Rules, potentially affecting the result of a match, must be mentioned on the score sheet and dealt with immediately (see point E. Competition Regulations). No further appeals will be allowed.
- For other types of sanctions, athletes have 14 working days to appeal against an FIVB decision to impose a sanction in accordance with the FIVB Disciplinary Regulations.

  Bank Address: UBS AG, Place St François 16, Case postale, CH-1002 Lausanne, Switzerland

  Bank clearing: 0243
- Payments must be made within the deadline mentioned on the invoice. In the case of a player not, for any reason whatsoever, being in a position to pay the total amount of the sanction, his/her respective National Federation is held responsible for paying the total amount of
- in which athletes, Organisers, Officials, etc. can be subject to a fine and/or suspension.

3. Payment

- The FIVB Finance Department is responsible for sending invoices related to fines. Payments must be transferred to the following FIVB bank account:

  Fédération Internationale de Volleyball
  Edouard-Sandoz 2-4
  CH-1006 Lausanne
  Switzerland
  Account number: 0243-146146.60U
  IBAN: CH6600243243146146 60U
  BIC Code: UBSWCHZH80A

  the sanction in due time. The athlete concerned is not allowed to participate in any other FIVB event until proof that the total payment of the sanction has been made is duly received by the FIVB. The FIVB will keep accurate records of the fines and sanctions during the season. Fines may be accumulative in nature.
- Further sanctions applied by the FIVB can be decided based on the Disciplinary Regulations.

4. Sanctions Scale

LEVEL	ACTION
Verbal warning from the FIVB Technical Supervisor	Verbal warning recorded by the FIVB Technical Supervisor in the report Athlete acknowledges warning
Written warning from the FIVB Technical Supervisor	Written warning using the official form recorded by the FIVB Technical Supervisor in the report Copies sent to the FIVB, National Federation, athlete and athletes' representative Athlete acknowledges warning
Monetary fine	Scale of fines Written warning using the official form recorded by the FIVB Technical Supervisor in the report Copies sent to the FIVB, National Federation, athlete and athletes' representative Athlete acknowledges the written statement of the fine
Suspension for a time period	The FIVB imposes the sanction based on the recommendation of the FIVB Technical Supervisor The FIVB Technical Supervisor must present a written report backed up by the necessary evidence

8. BEACH VOLLEYBALL INFORMATION SYSTEM

Developments in technological innovation over the past few years have in turn stimulated the development of tailored software solutions for use in sporting competitions. The introduction of the BVIS (Beach Volleyball Information System) software, conceived by the FIVB Information Technology Department, is one example. This system streamlines management of the operational side of each FIVB Beach Volleyball competition and generates the necessary onsite reports for each day.

Since 2005, a web-based application has facilitated the job of the National Federation and individual athletes by automating data entry into the database. It also allows the FIVB to offer integrated services with access to all information regarding FIVB competitions, for organizers, athletes, fans and the media.

In this guide we will describe the procedures to follow in order to register athletes for all FIVB competitions and amend their personal data as well as the procedures to be followed by BVIS software users during a tournament.

8.1 BVIS – NATIONAL FEDERATIONS AND ATHLETES PROCEDURE

An additional component to the BVIS allows NFs to register Beach Volleyball athletes for all FIVB Competitions (i.e. FIVB World Championships, FIVB World Tour Grand Slam, FIVB Open, Continental Tour, Challenger and Continental Cup events) and athletes to directly modify their personal data (such as their personal details, bank account information, etc.) via the web.

The FIVB has provided each National Federation and each athlete with an individual, secure code to access the system. The National Volleyball Federations can use their code only to enter their National teams in all FIVB Competitions via the web and the athletes can use their code only to access their personal data and amend it where necessary.

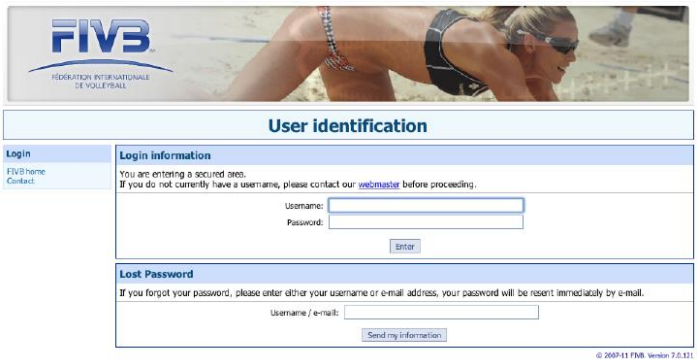
A. Login

The National Federation is required to comply with the following procedures in order to tentatively register its own Beach Volleyball teams in all FIVB sanctioned competitions in which a team wants to participate.

To enter the FIVB Beach Volleyball web-based application, you must open your Internet browser on your computer then go to:

http://www.fivb.org/ and click the Login menu (right)

Once the Login page is visible on the screen, as shown below, you can insert your secure access details (username and password) and then click on the “Login” button to access the system.


FIVB
FÉDÉRATION INTERNATIONALE DE VOLLEYBALL
User identification
Login
FIVB home
Contact
Login information
You are entering a secured area.
If you do not currently have a username, please contact our webmaster before proceeding.
Username:
Password:
Enter
Lost Password
If you forgot your password, please enter either your username or e-mail address, your password will be resent immediately by e-mail.
Username / e-mail:
Send my information

Once you are logged in, the system will display your BVB homepage, your country flag and code on the left-hand side. You will find below a menu for the following services:

- *FIVB Home:* to access the Official FIVB website;
- *My home page:* to access the main menu;
- *New player:* to add a new athlete who has never been registered in the FIVB database;
- *Change my password:* to change your secure password access;
- *Contact:* to contact the FIVB VIS Department by email: visasp@fivb.org , if a technical problem occurs;
- *Logout:* at the end of the session you must click on “Logout” to leave the application.

In case an athlete loses his/her password, he/she can request it at visasp@fivb.org.

It is forbidden, once an athlete is registered through this system, to issue a new athlete account for the same individual.

It is mandatory to fill all the fields in the athlete template to be eligible to participate in any competitions.

B. Team registration for FIVB tournaments

The National Federation may select any team, as per competition regulations included in this Handbook, and register it for FIVB tournaments by using the following procedure:

- Insert into the *For (no/name)* field in the Search/Register Player dialogue box the FIVB number or player’s surname of the first team player and then click on the

"Search now" button;
- Once the Search Results dialogue box is displayed, you may select the desired player by clicking on "Select" at the end of the row;
- If the players didn't complete the FIVB Anti-Doping Education Programme, a blue dot will appear in the left hand column and will not be able to register;
- Select his/her team mate from the Team Mate selection dialogue box. You may select the desired team player from the "Previous team mates" or "Other players" lists by clicking on "Register" at the end of the row, as shown below:

The Tournaments dialogue box is then displayed, which allows you to register your selected team. You may select any available tournament from the calendar by selecting the check box corresponding to the relevant tournament, as shown below:

- To confirm the team entry, click on the "Submit changes" button; to discard the team entry, click on the "Reset form" button.

Once the entry is confirmed, the team is automatically registered in the selected tournament's database and is instantly included in the tentative list posted on the FIVB website for each event.
The National Federation can then check that their teams are correctly entered and contact the FIVB (visasp@fivb.org) immediately if a technical problem occurs.
Please save a print out of this process for your records or in case any technical problems occur.

C. Team deleting and team composition changes for FIVB tournaments

Between Tentative Entry List and Confirmed Entry List prior to the start of the tournament, the National Federation can at any time delete and/or modify the team tentatively entered in the event as follows.

1. Team deleting
Delete a team by following this procedure:

- Select the team tentatively entered as described in the above section (Team registration for FIVB Tournaments);
- When the Tournaments dialogue box is displayed, it is possible to delete your selected team. You may unselect any unwanted tournament from the calendar by clicking on the check box corresponding to the relevant tournament;
- To confirm the deletion, click on the "Submit changes" button; to discard the deletion, click on the "Reset form" button.

Once the deletion is confirmed, the team is automatically deleted from the selected tournament database and is instantly excluded from the tentative list posted on the FIVB website for each event.
Once the Confirmed Entry list has been issued, the FIVB will make any modifications (delete a team, withdrawal, change of a player, etc.) only upon receiving a written notification by the National Federation concerned.

2. Team composition changing
Change one team member by following this procedure:

- Delete the team tentatively entered as described above *(Team deleting)*;
- Then reselect the new team composition for the event as described in the above section *(Team registration for FIVB Tournaments)*.

As per FIVB regulations, the National Federation will only be allowed to replace one player out of the two players tentatively entered by a new team mate.
The National Federation will not be allowed to enter an entirely new team once the Tentative Entry List has been issued (this is then considered as a late entry).

8.2 BVIS – ORGANIZERS' MANUAL

A. Installation

The Promoter, his/her Technical Manager and the FIVB Technical Supervisor will receive an email from the FIVB IT Department with some instructions that can be followed to launch the BVIS.
Please follow this procedure carefully:

1. The person in charge of IT matters must install the latest version of the BVIS. If you do not have the latest version of the software, you can download the installation file from the FIVB Web server under the following link:

   http://www.fivb.org/en/beachvolleyball/bvis/bvis_2014.zip

   He/she saves the BVIS zip file on the desktop. Once the file has been downloaded, unzip it and select the desktop as the extract folder.
   The person in charge of IT matters is now ready to install the BVIS software: open the

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BVIS_2014 folder on the desktop and launch the installation by clicking on the setup file.
It is necessary to ensure that the computer's operating system is windows-based, and that the time and date settings are set correctly to the local time (eg. 24-hour clock or AM/PM settings may require adjustment in order for BVIS information to be viewed properly on some systems).

2. He/she must download the players database Players.VIS file and save it in the folder C:\VIS\VISDATA\PLAYERS\.

3. He/she must download the tournament files WXXX2014.VIS file (tournament file) and save it in the folder C:\VIS\VISDATA\BEACH\2014\.

4. Open the VIS Players Management (click on the icon on the desktop shown in the picture below):

When the application is first launched, the *username* and *Country* must be inserted in the blank space in the open dialogue box.

In the menu, select *File: Import Database...* and open the folder *C:\VIS\VISDATA\PLAYERS* which can be found on the right of the Import database dialogue box. Then select the *Players.VIS* file on the left, as shown in the picture below. Finally click on the *OK* button to the right of the dialogue box.

5. Open the Beach Volleyball Information System (click on the icon on the desktop shown in the picture below):

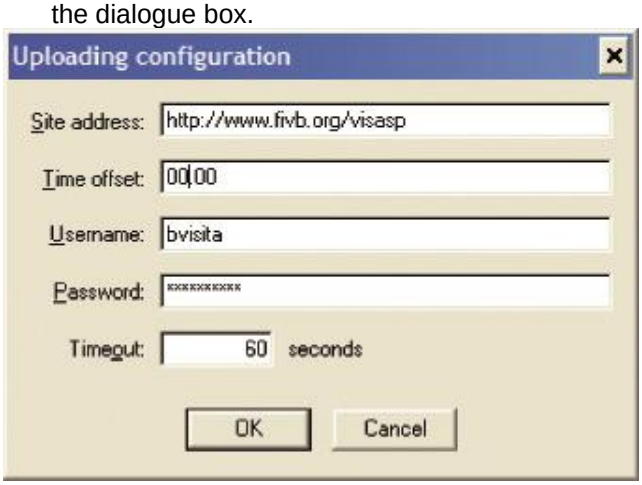
In the menu, select *File: Import Tournament...* Open the folder *C:\VIS\VISDATA\BEACH\2014* found on the right hand side of the Import Tournament dialogue box and select the *WXXX2014.VIS* file (tournament file) on the left, as shown below:

Once all of the above-mentioned instructions have been completed, the BVIS is updated and ready to start.

B. Update the FIVB Website

Once the FIVB Website has been updated for the first time, follow the preliminary instructions below carefully:

- In the menu, select Internet: *Update Configuration.*
- The FIVB Website access can be found in the email received from the FIVB IT Department (i.e.: *username:* bvisita*; password:* ******).
- The IT manager can insert the previously used parameters to access the FIVB Website Uploading configuration dialogue box.
- Finally to save the uploading configuration on the computer, select the *OK* button on the dialogue box.



Whenever any changes are made to matches or other operations in the BVIS tournament files, it is necessary to convert all files into a web format by following the procedure below:

- In the menu, select *File: Export tournament.*
- Open the folder *C:\VIS\VISDATA\BEACH\2014* located on the right hand side of the Export of the Tournament dialogue box and select the *WXXX2014.VIS* file (Tournament file) located on the left.
- Finally, to export tournament files onto the computer, select the *OK* button on the same dialogue box.

Once all of the above-mentioned instructions have been completed, the BVIS can directly update the FIVB website.
In the menu, select Internet: *Upload data to web server* and the procedure to update the FIVB website will start automatically.

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A webpage containing all of the correct tournament data will open signaling the completion of the update procedure. The updated BVIS and HTML pages can be found on the FIVB website (http://www.fivb.org) in the relevant tournament's directory.

8.3 MANDATORY BVIS USE

The FIVB will be responsible for entering the events and the final results in the BVIS.

For the following event categories, the use of the BVIS to open an event, to enter teams in the competitions and to update match results is mandatory:

A web-based application is also used for the FIVB Media Operations Delegate and Official Tournament Photographer in order to allow automatic insertion of press releases and digital photos into the database.

The BVIS system will continue to evolve and new functions will be added over the coming months. The FIVB offers this application free of charge to all National Federations in order to help them to develop the sport of Beach Volleyball.

For any further details and subsequent developments, please refer to the complete BVIS manual on the FIVB website via the following link:

http://www.fivb.org/EN/BeachVolleyball/BVIS/manual.pdf

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9. 2014 NANJING YOUTH OLYMPIC GAMES

The second Youth Olympic Games are set to take place from August 16 to 28, 2014 in the Chinese city of Nanjing and it will be the first time Beach Volleyball will be included as a sport.
The event will be held at the Nanjing Youth Olympic Sport Park alongside a number of other sports.

9.1 QUALIFICATION & COMPETITION

A total of one team per country for each gender can qualify alongside five universality places included in the final 36. The FIVB hopes that this event can create a strong platform to develop youth Beach Volleyball all over the world, with National Federations investing in young athletes in an effort to earn one of the 36 berths to the Games on offer.

A. Events (2)

MEN'S EVENTS (1)	WOMEN'S EVENTS (1)
36-team tournament	36-team tournament

B. Quota

	QUALIFICATION	HOST COUNTRY PLACES	UNIVERSALITY PLACES	TOTAL
Men	60 (30 teams)	2 (1 team)	10 (5 teams)	72 (36 teams)
Women	60 (30 teams)	2 (1 team)	10 (5 teams)	72 (36 teams)
TOTAL	**120**	**4**	**20**	**144**

	MAXIMUM QUOTA PER NOC
Men	2 (1 team)
Women	2 (1 team)
TOTAL	**4**

C. Athlete Eligibility

ATHLETE ELIGIBILITY
All athletes must comply with the provisions of the Olympic Charter currently in force and only those athletes who have complied with the Olympic Charter may participate in the Youth Olympic Games. To be eligible to participate in the Youth Olympic Games, athletes must be born between 1 January 1996 and 31 December 1999.

Youth Olympic Games website:
http://www.nanjing2014.org/sports_en/

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F. 2014 Assignments (updated 26.03.14)

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Myslowice	POL	W & M		N/A	9 June	10 June	11 June	15 June				
U-23 WCHs			7-Jun						16-Jun	Tech.Sup.	SUI	Dirk DECHER
10-15 June			7-Jun						16-Jun	Tech.Sup.Assistant	MEX	Mayra HUERTA
			8-Jun						16-Jun	Ref.Delegate	POR	José Casanova
			9-Jun						16-Jun	Media Oper. Del	NED	Patricia DE ZOETE
			9-Jun						16-Jun	Photographer	GER	Conny KURTH
			8-Jun						16-Jun	Neutral Ref	BEL	Willem de Buysscher
			8-Jun					Early Morning	16-Jun	Neutral Ref	EGY	Amina ElSergany
			8-Jun					Early Morning	16-Jun	Neutral Ref	POR	Sandra Deveza
			8-Jun					Early Morning	16-Jun	Neutral Ref	GER	Joachim Mattner
			8-Jun						16-Jun	Neutral Ref	CZE	Jaroslav Rejnek
			8-Jun						16-Jun	Neutral Ref	FRA	Sylvain Druart
			8-Jun						16-Jun	Local Ref	POL	Piotr Kosiacki
			8-Jun						16-Jun	Local Ref	POL	Krzysztof Wojtunik
			8-Jun					Early Morning	16-Jun	Local Ref	POL	Agnieszka Myszkowska
			8-Jun					Early Morning	16-Jun	Local Ref	POL	Agata Jozefowicz
			8-Jun						16-Jun	Local Ref	CZE	Jiri Pelousek
			8-Jun						16-Jun	Local Ref	GRE	Christos Kouvelos
			8-Jun						16-Jun	Local Ref / cand	AUT	Andrea Lippe
			8-Jun						16-Jun	Local Ref / cand	SLO	Turk Mitja
			8-Jun						16-Jun	Local Ref / cand	POL	Marcin Grzelak
			8-Jun						16-Jun	Local Ref	ESP	Fabio Ancora
			8-Jun						16-Jun	Local Ref	CYP	Sergios Sergiou
			8-Jun						16-Jun	Local Ref	NED	Marcel Haasnoot
			8-Jun						16-Jun	Local Ref	NOR	Ronny Sterten

Acapulco	MEX	W & M		13 July	14 July	15 July	16 July	20 JUly					
			TBD						TBD	Tech. Inspection	CAN	Ed DRAKICH	Toronto Pearson International Airport
U-17 WCHs			12-Jul						21-Jul	Tech.Sup.	GEO	Levan AKHVLEDIANI	AIRPORT - TBILISI
15-20 July			12-Jul						21-Jul	Tech.Sup. Assistant	PUR	Arnaldo SANCHEZ	
			12-Jul						21-Jul	Ref.Delegate	BRA	Carlos Cimino	Salgado Filho International AirPort
			14-Jul						21-Jul	Media Oper. Del	USA	Dominic CLARK	
			14-Jul						21-Jul	Photographer	BRA	Mauricio KAYE	
			13-Jul						21-Jul	Neutral Ref	DOM	Rocio Lai	Santo Domingo
			13-Jul						21-Jul	Neutral Ref	CMR	Rodrigue Tchialeu	Ottava
			13-Jul						21-Jul	Neutral Ref		Pending	
			13-Jul						21-Jul	Neutral Ref	BRA	Eider Carvalho	
			13-Jul						21-Jul	Neutral Ref	ESA	Eduardo Paiz	
			13-Jul						21-Jul	Neutral Ref	USA	Anthony Chan	Los Angeles
			13-Jul						21-Jul	Local Ref	MEX	Miguel Ramirez	Benito Juarez
			13-Jul						21-Jul	Local Ref	MEX	Emmanuel Batani Melgar	Acapulco
			13-Jul						21-Jul	Local Ref	DOM	Julio Martinez	International Airport of the Americas, Dominican Republic
			13-Jul						21-Jul	Local Ref	ANT	Mattew Henry	
			13-Jul						21-Jul	Local Ref	NCA	Sergio Silva	Agusto C. Sandino Managua, Nicaragua
			13-Jul						21-Jul	Local Ref	PUR	Lemuel Torres	
			13-Jul						21-Jul	Local Ref / cand	LCA	Keam Charlery	George F.L. Charles Airport
			13-Jul						21-Jul	Local Ref / cand	BIZ	Martin Swasey	Chetumal or Cancun
			13-Jul						21-Jul	Local Ref / cand	LCA	Elvin Germaine	George FL Charles Airport, Castries
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			13-Jul						21-Jul	Local Ref	DOM	Juvenal Collado	
			13-Jul						21-Jul	Local Ref	PUR	António Colon	
			13-Jul						20-Jul	Local Ref	USA	Ryan MacDowell	Denver

Larnaka	CYP	W & M		21 July	22 July	23 July	24July	27 July				
U-21 WCHs			20-Jul						28-Jul	**Tech.Sup.**	GRE	Nikos SOFIANOS
23-27.07			20-Jul						28-Jul	**Ref.Delegate**	CAN	Darryl Friesen
			22-Jul						28-Jul	**Media Oper. Del**	NED	Patricia DE ZOETE
			22-Jul						28-Jul	**Photographer**	CZE	Pavel LEBEDA
			21-Jul						28-Jul	**Neutral Ref**	ITA	Ubaldo Luciani
			21-Jul						28-Jul	**Neutral Ref**	ARG	Osvaldo Sumavil
			21-Jul						28-Jul	**Neutral Ref**	EGY	Hazem ElSheribny
			21-Jul						28-Jul	**Neutral Ref**	MEX	Marlene Hernandez
			21-Jul						28-Jul	**Neutral Ref**	ALG	Djamal Bergheul
			21-Jul						28-Jul	**Neutral Ref**	BUL	Stefan Demerdzhiev
			21-Jul						28-Jul	**Local Ref**	CYP	Sergios Sergiou
			21-Jul						28-Jul	**Local Ref**	GRE	Nikoleta Chirpilidou
			21-Jul						28-Jul	**Local Ref**	GRE	Ioannis Tsimpinos
			21-Jul						28-Jul	**Local Ref**	GRE	Fani Katsavouni
			21-Jul						28-Jul	**Local Ref** / cand	SLO	Gašper Obid
			21-Jul						28-Jul	**Local Ref** / cand	AUT	Martin Karner
			21-Jul						28-Jul	**Local Ref** / cand	GRE	Anastasios Meneslis
			21-Jul						28-Jul	**Local Ref** / cand	GRE	Achilleas Iskas
			21-Jul						28-Jul	**Local Ref** / cand	ISR	Shlomi Muchtari
			21-Jul						27-Jul	**Local Ref**	GRE	Christos Kouvelos
			21-Jul						28-Jul	**Local Ref**	BUL	Nikolay Rusev
			21-Jul						28-Jul	**Local Ref**	ROU	Mirela Mateizer
			21-Jul						28-Jul	**Local Ref**	ALB	Genti Pano

Porto	POR	W & M		N/A	28 July	29 July	30 July	3 August				
U-19 WCHs			26-Jul						4-Aug	**Tech.Sup.**	SUI	Dirk DECHER
29 July - 3 August			26-Jul						4-Aug	**Tech.Sup. Assistant**	TOG	Samuel BABANAWO
			27-Jul						4-Aug	**Ref.Delegate**	SUI	Heinz Tschumi
			28-Jul						4-Aug	**Media Oper. Del**	NED	Patricia DE ZOETE
			28-Jul						4-Aug	**Photographer**	GER	Conny KURTH
			28-Jul						4-Aug	**Neutral Ref**	EGY	Hazem ElSheribni
			27-Jul						4-Aug	**Neutral Ref**	FRA	Sylvain Druart
			28-Jul						4-Aug	**Neutral Ref**	ARG	Osvaldo Sumavil
			27-Jul						4-Aug	**Neutral Ref**	ITA	Davide Prati
			28-Jul						4-Aug	**Neutral Ref**	MEX	Marlene Hernandez
			27-Jul						4-Aug	**Neutral Ref**	ESP	Miguel Chito
			27-Jul						4-Aug	**Local Ref**	POR	Rui Carvalho
			27-Jul						4-Aug	**Local Ref**	POR	Sandra Deveza
			27-Jul						4-Aug	**Local Ref**	POR	Maria Ferreira
			27-Jul						4-Aug	**Local Ref**	ESP	Mireia Carreño
			27-Jul						4-Aug	**Local Ref** / cand	FRA	Félix Ho
			27-Jul						4-Aug	**Local Ref** / cand	ITA	Christian Battisti
			27-Jul						4-Aug	**Local Ref** / cand	ITA	Giuseppe Curto
			27-Jul						4-Aug	**Local Ref** / cand	ALG	Hassiba Bakour
			27-Jul						4-Aug	**Local Ref** / cand	EGY	Mosad Attalah
			27-Jul						4-Aug	**Local Ref**	ESP	Joaquim Ventura
			27-Jul						4-Aug	**Local Ref**	ITA	Massimo Visceglia
			27-Jul						4-Aug	**Local Ref**	FRA	Christian Dechoux
			27-Jul						4-Aug	**Local Ref**	NED	Marcel Haasnoot

11. 2014 CALENDAR

2014 TENTATIVE FIVB BEACH VOLLEYBALL CALENDAR - 19.03.2014

	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
1	1	1	1	1	1 Anapa (RUS)	1	1 Klagenfurt (AUT) / Porto (POR) U-19	1	1	1 Parana (ARG)	1
2	2	2	2	2 Shanghai (CHN)	2	2 Confederations	2	2	2	2	2
3	3	3	3	3	3 CEV Championships Rome	3	3	3	3	3	3 La Reunion (FRA) M - TBC
4	4	4	4	4	4	4	4	4	4	4 Doha (QAT) M	4
5	5	5	5	5	5	5	5 Confederations	5	5	5	5
6	6	6	6	6 Puerto Vallarta (MEX)	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7 Xiamen (CHN)	7	7
8	8	8	8	8	8	8 Gstaad (SUI)	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9 Durban (RSA)
10	10	10	10	10	10 Myslowice (POL) U-23	10	10	10 Confederations	10	10	10
11	11	11	11	11	11 Moscow RUS	11	11	11	11	11	11
12	12	12	12	12	12	12	12	12	12	12	12
13	13	13	13	13	13	13	13	13	13	13	13
14	14	14	14	14	14	14	14	14	14	14	14
15	15	15	15	15	15	15 The Hague (NED) / Acapulco (MEX) U-17	15	15	15 Phuket (THA) W	15	15
16	16	16	16	16	16	16	16	16	16	16	16
17	17	17	17	17	17 Berlin (GER)	17	17	17	17	17	17
18	18	18	18	18	18	18	18	18	18	18	18
19	19	19	19	19	19	19	19 Stare Jablonki (POL)	19	19	19	19
20	20	20	20 EASTER	20	20	20	20	20	20	20	20
21	21	21	21	21 Prague (CZE) W	21	21	21	21	21	21	21
22	22	22	22 Fuzhou (CHN)	22	22	22 Long Beach (USA) / Larnaca (CYP) U-21	22	22	22	22	22
23	23	23	23	23	23	23	23	23	23	23	23
24	24	24	24	24	24 Stavanger (NOR)	24	24	24	24	24	24
25	25	25	25	25	25	25	25	25	25	25 Chennai (IND) - TBC	25
26	26	26	26	26	26	26	26	26	26	26	26
27	27	27	27	27 Anapa (RUS)	27	27	27	27	27	27	27
28	28	28	28	28	28	28	28	28	28 Parana (ARG)	28	28
29		29	29 Shanghai (CHN)	29	29	29 Klagenfurt (AUT) / Porto (POR) U-19	29	29	29	29	29
30		30	30	30	30	30	30	30	30	30	30
31		31		31	31	31	31		31		31

LEGEND	
	Reserved date for Confederations
	FIVB BVB World Tour Grand Slam
	FIVB BVB World Tour Open
	FIVB Age-Group World Championships

TOTAL NUMBER EVENTS	
Grand Slam	10
Open (DG)	7
Open (Single)	4
Age Group WCHs	4
Total	25

NOTE:

FIVB World Tour Grand Slam in Brazil tentatively re-scheduled for the second half of the season - date and location TBC

FIVB World Tour Grand Slam Final - date (after the last Grand Slam of the season), location and organizer TBC

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